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APR 15 1940UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION1940 AGRICULTURAL CONSERVATION PROGRAM  
SOUTHERN REGION BULLETIN 403AINSTRUCTIONS FOR CHECKING AND REPORTING PERFORMANCE  
(Applicable to all farms in Area A)PART I. GENERAL INSTRUCTIONS

A. Organization. (1) State: The State Performance Supervisor for each State, under the direction of the Administrative Officer in Charge, will be directly responsible for performance work in the State. Where necessary, the State Performance Supervisor will be assisted by one or more district performance supervisors, who preferably should have had training and experience in engineering.

The State Performance Supervisor will be responsible for seeing that schools of instruction are held for the training of district and county performance supervisors and local performance reporters (hereinafter referred to as reporters) regarding crop and land use classifications, methods to be used in measuring land, procedure to be followed in checking performance, care of materials used, and the filling out of necessary forms and reports. It will also be his duty to see that a prescribed examination is given each reporter before employment, and that performance work throughout the State is spot checked in accordance with the instructions outlined in SRM-421.

(2) County: The county administrative assistant (hereinafter referred to as administrative assistant), where employed, will have immediate charge of performance work in the county; otherwise, such work shall be in charge of the secretary of the county association. Where necessary, a county performance supervisor should be employed to assist the person in charge of performance work in making frequent checks on the work of reporters. In very large counties one or more assistant county performance supervisors may also be employed to assist in this work, or the county may be divided into two or more areas and a county performance supervisor designated for each area. No person may be employed as a county performance supervisor or assistant county performance supervisor unless and until he has passed an examination prescribed by the State Performance Supervisor. It is important that the person in charge of performance work spend as much time as possible in the immediate supervision of reporters at the beginning of and throughout the rush period of performance-checking.

Reporters shall be employed for the purpose of checking performance and making a report thereof on farms assigned to them by the person in charge of performance work. They must be capable and de-



pendable and must show by written examination that they have the necessary qualifications for the job.

In counties where field acreages are computed by the use of planimeters or rotometers, the persons employed as acreage computers must first pass a written examination prescribed by the State Performance Supervisor. Such acreage computers shall be directly responsible to the person in charge of performance work in the county.

Any person employed by the county association in past years who knowingly violated the regulations or instructions, shall not be employed as a reporter, acreage computer, or entry clerk or in any other capacity by the county association.

A reporter or acreage computer is not eligible to check any farm in which he has any sort of financial interest or which is owned or operated by a near relative. Since county committeemen are charged with the responsibility of approving applications for payment under the agricultural programs, they are not eligible to serve as reporters, assistant county performance supervisors, or county performance supervisors.

Where it is necessary to make an engineering check of certain practices to determine that they have been carried out in accordance with approved specifications, it is suggested that one capable man be employed to handle this job for the entire county. Such checking can be accomplished more quickly and with less expense if postponed until near the end of the year.

Where a correction is necessary in any acreage figure on any form used in connection with performance work, it shall be made by drawing a light line through the original entry and inserting the correct entry immediately above or beside the deleted entry. Each such correction must be initialed by the person who makes it.

B. Checking performance: Each reporter must be thoroughly familiar with the 1940 State Handbook. He must also thoroughly familiarize himself with Form SR-412, "Performance Report" (hereinafter referred to as form 412), Form SR-412A, "Supplement to Performance Report" (hereinafter referred to as form 412A), and Form SR-111, "Farm Map", where used. Form SR-111 will be used only in those counties where performance is checked by some method other than with enlargements of aerial photographs (hereinafter referred to as enlargements) or other accurate maps.

It is necessary in all cases that the farm operator, or a person authorized by him to act in his place, assist the reporter in making the check of performance on the farm. It is therefore suggested that the farm operator be notified as far in advance as possible of the approximate date on which performance is to be checked on his farm.



(1) Aerial photographs. (a) Care of enlargements: One person in each county office in which enlargements are used should be designated to check them out and in, and guard against misuse of same. Proper filing space should be provided in the county office for enlargements, tracings, blueprints, and other material or equipment used in connection with performance checking. In order to prolong the usefulness of the enlargements, only such data as farm serial numbers, farm boundaries, field outlines, and field numbers shall be recorded directly thereon, and this shall be done by the use of uniform legends neatly and legibly inscribed. Every effort should be made to avoid the making of unnecessary marks, records, or notations on the enlargements.

Reporters must be provided with suitable carrying boards on which to fasten the enlargements while using them. Thumb tacks, tape, and binders which will injure the enlargements must not be used. Enlargements are never to be rolled or folded and must always be used on a firm, flat surface. An oilcloth cover slightly larger than the carrying board should be carried in the field to protect the enlargements from inclement weather, and special care should be taken to protect them from hand moisture and grit, since either will easily damage the enlargement and planimeter.

(b) Working area of enlargements: The normal working area of an enlargement is considered to be the central portion thereof bounded by lines which equally divide the overlapping areas of adjoining enlargements. It is suggested that lines which equally divide the areas overlapped by adjoining enlargements be drawn on each enlargement to indicate the normal working area thereof. Each reporter should be cautioned to work inside of these lines where practicable. However, it is permissible to work slightly outside of this area where necessary to complete the indication of the boundary of a field or farm on the same enlargement. When it is necessary to show part of a farm on one enlargement and the remainder on another, special care should be taken in recording the dividing line on each enlargement.

(c) Use of enlargements in the field: Each reporter shall be assigned definite areas for checking performance, and the enlargements covering such areas shall be turned over to him, together with the corresponding forms 412 and 412A showing the required information in the heading and in section 1 thereof. Only a sufficient number of enlargements to provide 2 to 6 days' work should be issued to a reporter at one time, and a receipt showing the numbers of the enlargements issued should be obtained from him. At least once a week the reporter should be required to return to the county office all enlargements on which performance has been checked.

Before beginning the detailed check of performance on a farm, the reporter and the farm operator should examine the enlargement and identify the farm boundaries. If the reporter finds that the land covered by the work sheet does not, in fact, constitute a farm, as the



term is defined under the 1940 program, he shall note this fact and report it to the county office in order that the farm may be reconstituted in accordance with the applicable regulations and instructions. Farm boundaries should be indicated on the enlargement by a red, soft-lead pencil mark. The applicable farm serial number shall be entered on the enlargement within the farm boundary lines.

All fields on the farm (that is, all areas of land tilled in 1940 or tilled in regular rotation, all commercial orchards and perennial vegetables, all eligible noncrop open pasture land, and any land on which an approved soil-building practice has been carried out) which have permanent or semi-permanent boundaries, such as streams, roads, fence lines, etc., shall be outlined and numbered on the enlargement with a blue or black soft-lead pencil, and the field numbers assigned in a numerical sequence. Where a field is devoted to two or more crops or land uses in 1940 or is devoted to a soil-depleting crop which is cultivated by two or more persons, the separate plots shall be considered as fields and given a, b, c, designations preceded by the field number. For example, if field No. 12 is divided into three plots in 1940, the plots will be numbered 12a, 12b, and 12c. Where all of the plots in a field are devoted to nondepleting crops or land uses, it is not necessary to identify the separate plots individually, except where an approved soil-building practice is involved. Likewise, it is not necessary to identify the separate land uses where small plots in a field are devoted to a different crop or land use from the major crop in the field and such plots are too small to be properly identified on the enlargement or where terraces are considered as devoted to one crop or land use and the land between the terraces is devoted to another crop. In such cases, the acreage in the small plots or terraces will be determined by the reporter and entered directly on the form 412.

If changes have occurred in the field boundaries or dividing lines since the enlargements were last used, the reporter shall erase inapplicable field boundaries and dividing lines from the enlargement. In such cases, and also where field boundaries or dividing lines between crops or practices do not show plainly on the enlargement, sufficient ground measurements from features which can be identified on the enlargement shall be made with a chain or tape so as to locate definitely the new field boundaries or dividing lines on the enlargement. The reporter shall then trace thereon with a sharp-pointed, blue or black, soft-lead pencil the new field boundaries and dividing lines. Field boundaries should be indicated by solid lines and dividing lines should be indicated by broken lines.

The crops grown and soil-building practices carried out on each field or plot, together with the names and shares of soil-depleting crops and soil-building practices for the persons interested therein, shall be entered on forms 412 and 412A in accordance with the instructions set out in parts II and III of this bulletin. Under no circumstances should the reporter attempt to identify the crops or land uses directly on the enlargements.



After checking all of the fields on the farm, numbering all of them on the enlargement, and identifying all crops, land uses, and soil-building practices on the forms 412 and 412A, the reporter and farm operator should carefully examine both the enlargement and forms 412 and 412A to determine that all essential data have been entered thereon. This procedure should preclude the necessity of a return visit to the farm to check some minor detail.

(d) Special equipment needed in counties using enlargements:  
County offices using enlargements should be equipped with the following:

- One or more planimeters or rotometers.
- One filing case for enlargements and photo-index maps.
- A supply of art-gum erasers and soft-lead pencils of various colors.
- One or more large tables.
- A sufficient number of magnifying glasses.

Reporters should be equipped with the following:

- One chain, 66 feet long, divided into tenths.
- One suitable carrying board for use in working with the enlargements in the field.
- One oilcloth cover for the carrying board.
- A number of blue (or black) and red, soft-lead pencils.
- One or more art-gum erasers.
- One 6-inch, ivory-covered scale, graduated to fiftieths or hundredths of an inch.

(2) Plant-table maps: The method of checking performance by use of plane-table maps will be similar to that employed in checking performance by use of enlargements. (See SRM-217 for detailed instructions).

(3) Other methods: Where enlargements, plane-table maps, or other accurate measurements are not available in 1940, performance shall be checked by chaining or some equivalent method and a map of each form prepared by means of the farm-sketch method. A sketch should be drawn on Form SR-111 by the reporter, showing the relative position of all fields and physical features.

The applicable portion of the instructions relating to the use of enlargements in the field shall be followed by the reporter. Field acreages shall be calculated from the measurements of the sides, diagonals, or other principal dimensions. Calculating field acreages by this method requires that the field be "sized up" very carefully before measurements are made. First, the general shape of the field must be determined. If necessary, a rough preliminary sketch thereof should be made on scratch paper to determine how to measure the field or how to divide it into measurable plots. If the land is irregular in elevation or the length of a dimension is so great that a definite point cannot be clearly seen, the reporter may establish the line by sighting on a person standing on an elevation or at a convenient



point. Each dimension measured shall be recorded directly on the corresponding line on the map, in order that the acreage in each field or plot may be determined in the county office.

Each Form SR-111 should have recorded thereon the information required in the heading thereof, the number and dimensions of each field or plot, the date of preparation, and the signature of the reporter. In all cases the Forms SR-111 should be checked in the county office, and if desirable, the sketch may be redrawn to a more nearly exact scale. In the case of row crops, the distance allowed around the edge of the crop area as the outside boundary thereof is one-half of the width of the average row.

The following equipment will be needed by each reporter:

- One chain, 66 feet long, divided into tenths.
- A supply of surveyor's pins.
- One sketching board.
- Pencils and other material necessary for making a map.

C. Calculating acreages in county office: Where enlargements or other accurate maps are used, field and plot acreages shall be determined in the county office by the use of planimeters or rotometers.

Acreage computers without previous experience should be given sufficient training before being actually employed in official acreage determinations, and their competency should be fully established before they are so employed. Only competent computers should be employed, and the instruments used must be in proper adjustment. All instruments should be placed in good working order and checked for accuracy before they are used in acreage measurements and thereafter should be checked at least once daily.

One competent person in each county office shall be placed in charge of the acreage computers and shall be responsible for maintaining proper standards of accuracy. Night shifts for acreage computers should not be employed unless absolutely necessary, and where used, adequate supervision must be provided. At least five fields of various sizes (including plot and total field acreages) should be checked for each computer each day, and such checks should be properly recorded and preserved in the county office records.

All planimeter readings shall be recorded directly on Form SR-411, "Planimeter Record Sheet", which will form a permanent part of the farm's performance records for the year. This form is to be mimeographed on letter-size paper and filled out in the county office in substantial accord with the illustration set out below. An absolute minimum of two separate determinations is required for calculating each plot acreage. No erasures of any kind may be made on this form. In making planimeter determinations, it is desirable that the roller on the instrument not be set to zero due to the damage which will result to the instrument.



There is set out below an illustration of Form SR-411. The entries in the column headed "Sum" are simply the mathematical sums of the plot acreages in the fields, while the entries in the column headed "Total" represent the acreages in the fields when measured as a whole. The latter figures may be taken from Form SR-311, "Field Acreages", (or similar form) if such form was prepared in 1939, unless the field boundaries in 1940 are not the same as they were in 1939. Previous records of field acreages shall not be used, however, unless it is determined by a comprehensive spot check that they are accurate. Where there is any appreciable difference in the sum of the plot acreages and the acreage in the field when measured as a whole, the plot acreages and the total field acreage must be redetermined.

Where acreages are reported in tenths of acres, fractions of tenths amounting to half a tenth or less shall be dropped and those amounting to more than half a tenth shall be considered a whole tenth. In measuring noncrop open pasture land, fractions of acres amounting to half an acre or less shall be dropped and those amounting to more than half an acre shall be considered a whole acre.

Form SR-411 (Sample)

(Farm Serial No.)

PLANIMETER RECORD SHEET

(Enlargement Nos.)

(Planimeter No.)

Field No.	Plot Acreages					Sum	Total

(Date)

(Signature of acreage computer)

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D. Farms to be checked: Performance shall be checked on all farms on which cotton, peanuts for market, or tobacco are grown in 1940

or in connection with which an application for a rice or wheat payment is to be filed under the 1940 Parity Payment Program and on all other farms covered by work sheets except those where none of the interested persons expects to file an application for payment under the 1940 Agricultural Conservation Program in the county. If a person expects to file an application for payment under the 1940 Agricultural Conservation Program or the 1940 Parity Payment Program with respect to one farm, all farms in the same county on which he has an interest in the soil-depleting crops must be checked for performance.

E. Reports. (1) By reporter: Each reporter shall mail or bring to the county office at the end of each day a report showing the farm serial numbers of all forms 412 and 412A prepared by him that day. For this purpose the county office should furnish each reporter an adequate supply of "Official Business" envelopes or cards, addressed to the secretary of the county association.

(2) By county office: Each county office shall mail a report to the State office weekly or semi-monthly, as instructed by the State office, showing the following information for the period just ended:

- (a) The number of farms checked by reporters.
- (b) The 1939 tilled acreage included in the farms checked by reporters. (This figure will be taken from section 1 of form 412.)
- (c) The labor cost of reporters and chainmen.
- (d) The labor cost of the county performance supervisor(s) and assistant county performance supervisor(s).
- (e) The number of farms for which field acreages were computed in the county office.
- (f) The labor cost of computing field acreages.
- (g) The number of farms completely rechecked because of unsatisfactory work on the part of reporters.

The State office may also require that the information in items (a), (b), and (c) above be shown for each reporter.

As soon as the job of checking performance has been substantially completed in a county, the county office shall notify the State office of this fact, giving a summary of the information included in the weekly or semi-monthly reports and also listing the serial numbers of all work sheets covering farms on which performance has not been checked.

## PART II. EXECUTION OF FORM 412

Only one copy of form 412 need be prepared, and in all cases it will cover the land covered by a single work sheet.



If one form 412 is not sufficient for reporting all data for the farm, additional forms 412 shall be prepared, properly identified, and attached to the original form. The entries to be made on form 412 by the reporter when he visits a farm have been indicated by dotted lines; all others will be made in the county office.

The instructions set out below shall be followed in making entries in the spaces indicated on form 412:

A. Heading: State and county code and farm serial number:  
Enter these numbers from the corresponding Form SR-301, "Farm Work Sheet", before the form 412 is taken to the field.

Enlargement numbers: Enter the number(s) of the enlargement(s) (if used) covering the farm in question, before the form 412 is taken to the field.

Location of farm: Enter the location or description of the farm from the corresponding Form SR-301, before the form 412 is taken to the field.

B. Section 1.- Names and addresses of operator and landlord:  
Enter the names and addresses of the operator and landlord in the spaces provided. Where separately-owned tracts of land are covered by one work sheet, the names and addresses of all landlords interested in such tracts shall be entered. Where the landlord rents the entire farm to another person for cash, standing rent, or fixed rent and the tenant who so rents the farm is not also the operator, enter the name, address, and status of such person below the name and address of the landlord. For example, "John H. Doe, Route 3, Mt. Calm, Texas (Cash tenant)". The reporter shall check this information with the farm operator and make any corrections that are necessary because of changes in the ownership or operation of the farm in 1940.

Enter the tenure ("Cash tenant", "Share tenant", etc.) of the operator and the 1939 tilled acreage on the farm in the spaces provided. The tilled acreage figure will be available from section IV of the Form SR-312.

C. Section 2.- Soil-depleting crops: Field No.: Enter from the enlargement or map the number of each field or plot (hereinafter referred to as field) on which a soil-depleting crop is grown in 1940.<sup>1/</sup>

<sup>1/</sup> Where the planted acreage of wheat has been reported on Form SRM-404, "Report of 1940 Wheat Acreage," it will not be necessary for the reporter to check the fields of wheat on the farm or report them in section 2 of form 412. In such cases, the words "Wheat from SRM-404" shall be entered on one line of section 2 of form 412 in the column headed "Name of Crop", and the total wheat acreage figure obtained from column C, section 3 of Form SRM-404 shall be entered on the same line in the subcolumn headed "First crop" and on the line captioned "Total Crop Acreages" in the column designated for wheat data in section 2 of form 412. The Form SRM-404 shall then  
(continued on next page)



Where one soil-depleting crop follows another soil-depleting crop on the same acreage in 1940, and where two or more soil-depleting crops are interplanted or stripcropped, the field number shall be entered on a separate line for each crop.

For purposes of assigning field numbers on the enlargements or maps, any field which has been double cropped on only a portion thereof should be broken down into separate fields. For example, if a crop of potatoes is grown on field number 14 in 1940 and cotton follows the potatoes on one-half of such field, the portion of the field on which only potatoes are grown would be numbered 14a and that on which the cotton followed the potatoes would be numbered 14b.

Name of Crop: Enter the name(s) of the soil-depleting crop(s) grown on each field. It is essential that every soil-depleting crop grown on each field in 1940 be reported. The soil-depleting crop classification set out in the 1940 State Handbook, and official interpretations issued with respect thereto, must be strictly followed.

In the case of any crop found growing on the farm which may be classified as either soil depleting or nondepleting, depending upon the disposition made of such crop, the same shall be reported as soil depleting in section 2 or as nondepleting in section 3 of form 412 in accordance with the statement of the farm operator as to the use to be made of such crop, except that peanuts planted alone must in all cases be reported in section 2. It is required that the use actually made of the crop be checked later in the year, and that any necessary corrections in crop classification be made on form 412.

The names of the crops entered by the reporter must clearly identify the crops, and the use made of such crops where the use determines whether the crop will be considered as soil-depleting or non-depleting, commercial or non-commercial, etc. For example, "Peanuts for nuts", "Tomatoes for canning," etc. This is necessary in order

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Footnote 1/ continued: be securely fastened to the form 412, to support the total wheat acreage figure entered on the latter form and also to show the division of wheat acreage among the interested persons on the farm.

Where commercial vegetable acreage has been reported on Form SR-312 in early vegetable counties, in accordance with the instructions outlined in SRM-411 (Revised), all vegetable acreage on the farm shall be reported on Form SR-312. In such cases the words "Vegetables from SR-312" shall be entered on one line of section 2 of form 412 in the column headed "Name of Crop", and the total vegetable acreage obtained from such Form SR-312 shall be entered on the same line in the subcolumn headed "First crop" and on the line captioned "Total Crop Acreages" in the column designated for vegetable data in section 2 of form 412. The Form SR-312 shall then be securely fastened to the form 412, to support the total vegetable acreage figure entered on the latter form and also to show the division of vegetable acreage among the interested persons on the farm.



that the county office may be able to determine that the crops have been properly classified.

In counties where peanut allotments are established all peanuts harvested for nuts are considered as a special crop, except (1) where none of the peanuts are separated from the vines by mechanical means, or (2) where all of the peanuts are consumed by persons living on the farm. Under the first exception the reporter shall enter the notation "All peanuts separated by hand" and under the second exception he shall enter the notation "All peanuts consumed on farm," the notation in either case to be entered in the second line from the bottom in the left corner of form 412.

Where one soil-depleting crop follows another soil-depleting crop on the same acreage in 1940, the name of each crop shall be entered on a separate line. 2/

Where two or more soil-depleting crops are interplanted or stripcropped, the name of each crop shall be entered on a separate line and all such crop names shall be enclosed with a bracket inserted immediately to the right thereof. Following the bracket shall be entered an accurate description of the method of planting and the width of rows, in order that the county office may be able properly to classify the land on which the interplanting or stripcropping was done. In such cases, if all or a part of the land is considered as devoted to one soil-depleting crop and all or a part to another soil-depleting crop, the county office shall insert immediately following the name of each crop the fractional part of the land which is considered as devoted to such crop.

Where a soil-depleting crop is interplanted or stripcropped with a nondepleting crop or land use, the names of both shall be entered on the same line. In such cases, the name of the soil-depleting crop shall be entered first and shall be followed, in parentheses, by an accurate description of the method of planting. For example: "Cotton (1 cotton, 1 peanuts hogged off -- cotton rows 7 ft. wide)". If under the regulations the land is considered as part soil depleting and part nondepleting (as it is in the example given above), a similar entry will be made in section 3 of form 412, except that the name of the nondepleting crop will be entered first. In such cases the county office shall insert following the name of the soil-depleting crop in section 2 and following the name of the nondepleting crop in section 3, the fractional part of the land which is considered as devoted to the respective crop.

2/ Where a soil-depleting crop follows wheat or commercial vegetables on a given field in 1940 and the separate fields of wheat or vegetables are not reported in section 2 of form 412 (by reason of the fact that the acreage of such crop has already been reported on a Form SRM-404 or SR-312), the fact that the crop follows wheat or **vegetables** must be indicated after the name of the crop. For example, "Cotton (following vegetables)".



Where small plots in a field are devoted to a different crop or land use from the major crop in the field and such plots are too small to be properly identified on the enlargement or map, where terraces are considered as devoted to one crop or land use and the land between the terraces as devoted to another crop, or where there is a strip of waste land or idle land between the crop in a field and the field boundary as shown on the enlargement or map, the acreage not occupied by the major crop in the field shall be determined by the reporter and entered immediately after the name of the major crop. For example, if in a field of cotton the terraces are considered as devoted to corn and the land occupied by the terraces is found to be 1.1 acres, the entry would be "Cotton (less 1.1 acres corn on terraces)" and the entry on the following line would be "Corn (1.1 acres)". It is to be noted that where terraces are devoted to a nondepleting crop or land use the acreage occupied thereby is to be reported separately from the crop planted between the terraces only in case the distance from the soil-depleting crop on one side to the soil-depleting crop on the other side of the terrace is as much as 13-1/2 feet, and then the acreage occupied by the terrace will be measured from a distance 1-3/4 feet from the soil-depleting crop on either side of the terrace.

Where two or more general soil-depleting crops (other than peanuts for market) are grown on separate plots in a field and only one person shares in such crops or the division of all such crops between the tenant and landlord is on the same basis, the names of all such crops shall be listed on the same line and the fractional part of the land in the field occupied by each such crop shall be approximated by the reporter and entered immediately following the name of the crop. If the division of the crops between the tenant and landlord is not on the same basis for all crops in the field, the name of each such crop must be entered on a separate line. It is required that the acreage of peanuts for market be accurately determined in all counties in 1940.

Acreages of cotton the staple of which is 1-1/2 inches or more in length shall have the notation "1-1/2 inches", followed by the kind of cotton, inserted after the name of the crop and in all cases shall be considered as a general crop. Land planted to certified pure strains of Sea-Island cotton or American-Egyptian cotton in communities which have facilities designed specifically for ginning such cotton will be considered to be planted to cotton having a staple of 1-1/2 inches in length unless it is found that such cotton was not ginned by the use of such facilities. In all other cases the cotton shall be considered to have a staple of less than 1-1/2 inches, unless it is determined by the county committee that all cotton produced on the field in question in 1940 has been officially classified by a federally-licensed classifier as cotton the staple of which is 1-1/2 inches or more in length. If the farm operator alleges that cotton (other than a certified pure strain of Sea-Island or American-Egyptian) produced on a certain acreage will staple 1-1/2 inches or more in length and that he intends to have it officially classified at harvest time, such acreage shall be reported separately on the form 412.



If a field is classified as part soil depleting and part non-depleting, the data for such field shall be reported in both sections 2 and 3.

Name of Producer: Enter the name of the person who, as share-cropper, tenant, or landlord, furnishes the labor with respect to each field of soil-depleting crops. Where a farm is composed of separately-owned tracts of land, the name of the landlord shall be entered above the name of the person who furnishes the labor with respect to each field of soil-depleting crops. Where a share tenant who is not also the operator of the farm has a sharecropper working under him, the name of the sharecropper shall be entered on the line with the name of the crop and the name of the share tenant shall be entered on the following line. In such cases a dash shall be entered in the column headed "Field No." opposite the name of the share tenant.

Fractional share: Enter in the three subcolumns the fractional shares ( $1/4$ ,  $3/4$ , etc.) or the percentage shares (25%, 75%, etc.) of each soil-depleting crop in each field to which the landlord, tenant operator, and other tenant or sharecropper are entitled under the terms of the lease or operating agreement. Where the entire farm is rented to a tenant for cash, standing rent, or fixed rent and such tenant is not also the operator, the subcolumn headed "Landlord" shall be used to report the interest of such cash, standing-rent, or fixed-rent tenant in each soil-depleting crop, since the landlord will not share in the soil-depleting crops in such cases. If one person receives all of the crop, the word "All" shall be entered in the appropriate subcolumn.

In Field: Enter in the applicable subcolumn headed "First crop" or "Following crops" the acreage, expressed to the nearest tenth of an acre, devoted to each soil-depleting crop grown in each field. If the acreage in a field is considered as part soil depleting and part nondepleting or the field is considered as devoted in part to one soil-depleting crop and in part to another soil-depleting crop, the entry to be made in the applicable subcolumn will be the portion of the field which is considered to be occupied by the particular soil-depleting crop. The subcolumn headed "First crop" will be used to record the acreage of the first soil-depleting crop grown on a field in 1940, and the subcolumn headed "Following crops" will be used to record the acreage of any second or subsequent soil-depleting crop grown on a field in 1940. For example, if cotton follows a commercial vegetable on a 10-acre field, the entries will be 10 acres for the commercial vegetable in the subcolumn headed "First crop" and 10 acres for cotton in the subcolumn headed "Following crops", regardless of whether vegetables are or are not a special crop in the county.

In counties where vegetables are a special crop, any acreage of a second or subsequent crop of vegetables grown on the same land in 1940 shall be circled in the subcolumn headed "Following crops". Where a general soil-depleting crop precedes or follows a special crop on the same acreage in 1940, the acreage of the general crop shall be circled, regardless of which subcolumn it is entered in. Where two or



more general soil-depleting crops are grown on the same acreage in 1940, the acreage of the second or subsequent crops entered in the subcolumn headed "Following crops" shall be circled. The purpose of circling these acreage figures is to indicate that they are not to be entered in the columns designated for vegetable and general crop acreages of form 412. Any circled amounts in the subcolumn headed "First crop" shall, however, be included in the total of that subcolumn.

Cotton: Enter in the applicable subcolumns below the word "Cotton" the respective acreage shares of the landlord, tenant operator, and other tenant or sharecropper in each field of cotton (other than that which has a staple of 1-1/2 inches or more) on the farm, irrespective of whether the acreage in such field is reported in the subcolumn headed "First crop" or in the subcolumn headed "Following crops". The sum of the acreage shares for each field must in all cases exactly equal the acreage in the field.

Blank column-headings following the word "Cotton": Before the form 412 is taken to the field, enter in the blank column-headings following the word "Cotton" the names of any other crops for which acreage allotments are established for the farm for 1940. After performance has been checked on the farm also enter any of the following which is applicable, even though no allotment has been established for the crop in question:

- (1) General, if the farm is a non-general-allotment farm and the total of the subcolumn headed "First crop" exceeds the total allotment for the farm.
- (2) Wheat, if grown on the farm and classified as soil depleting.
- (3) Rice, if planted on the farm.
- (4) Peanuts (in counties where peanut allotments are established), if grown on the farm for market.
- (5) Vegetables (in counties where vegetable allotments are established), if commercial vegetables are grown on the farm.
- (6) Potatoes (in counties where potato allotments are established), if grown on the farm for market.
- (7) Burley tobacco, if grown on the farm.

Divide the acreage of such crops among the interested persons in the same manner as for cotton; except that,

- (1) If two or more general soil-depleting crops are grown on the same acreage (either by the same producer or by different producers), such acreage will be divided among all of the persons who share in the crops grown



on such acreage in 1940 in the proportion in which they share in such crops. To illustrate: A owns a farm with a 30-acre general allotment and rents the same to B and C consecutively in 1940 on a  $1/3 - 2/3$  basis. B seeds and harvests 30 acres of oats on the land, and after C takes possession, the latter also plants 30 acres of grain sorghum on the same acreage. Under this set of facts, the 30 acres will be divided 10 acres to A, 10 acres to B, and 10 acres to C.

- (2) If two or more crops of commercial vegetables are grown on the same acreage (either by the same producer or by different producers), the acreage in the field will be divided among all of the persons who share in the crops grown on such acreage in 1940 in the proportion in which they share in such crops. To illustrate: A owns a farm with an 8-acre vegetable allotment and rents the same to B and C consecutively in 1940 on a  $1/4 - 3/4$  basis. B seeds and harvests 8 acres of commercial vegetables on the land, and after C takes possession, the latter also seeds and harvests 8 acres of commercial vegetables on the same acreage. Under this set of facts, the 8 acres will be divided 2 acres to A, 3 acres to B, and 3 acres to C.

Totals: Enter at the foot of the subcolumn headed "First crop" the sum of the acreages entered therein, and in the remaining subcolumns the sum of the acreage shares entered in such subcolumns.

Total Crop Acreages: If there is more than one interested producer on the farm, enter in each column the sum of the totals entered on the line above for the three respective subcolumns.

Where more than one form 412 is required for the reporting of soil-depleting crops, the last two lines of section 2 shall be filled out on the last sheet only.

The space at the bottom of section 2 in the lower left corner of the form will be used for summarizing acreages of specified general soil-depleting crops where requested by the Agricultural Adjustment Administration. Instructions regarding the execution of this part of the form will be sent to the applicable counties at a later date.

Wheat production \_\_\_\_\_ bu.: If wheat is grown on the farm in 1940 and is classified as soil depleting, enter in the space provided in the lower left corner of the form the total 1940 production of wheat on the farm.

Sheet No. \_\_\_\_\_ of \_\_\_\_\_ sheets: Where more than one form 412 is used for a farm, enter in the first blank space the number of the sheet, as it relates to the total number of sheets for the farm, and in the second blank space the total number of sheets for the farm.



D. Section 3. - Nondepleting crops and land uses: Field No.:  
Enter from the enlargement or map the number of each field tilled in 1940 or tilled in regular rotation and on which no soil-depleting crop other than one seeded in the fall of 1940 is grown, or on which a soil-depleting crop is interplanted or stripcropped with a nondepleting crop or land use and the acreage is classified as part soil depleting and part nondepleting. This will include land devoted to perennial vegetables; tilled land in orchards which is not classified as soil depleting; and new land seeded to a crop in a workmanlike manner in the fall of 1940.<sup>3/</sup> If two or more nondepleting crops are grown on the same acreage in 1940, the field number shall be entered only once.

Crop or Land Use: Enter the name(s) of the nondepleting crop(s) grown on each field listed, or the use to which each such field is put in 1940. Where two or more nondepleting crops are grown in the same field (whether grown on different parts of the field or on the same acreage), such crops shall be listed on the same line. Where a field is considered as part soil depleting and part nondepleting, by reason of interplanting or stripcropping, the names of both crops shall be listed on the same line in section 3 and each name followed by the fractional part of the land occupied by such crop; except that, where a small portion of a field is devoted to a nondepleting crop or land use and such portion is too small to be properly identified on the enlargement or map, the acreage occupied by the nondepleting crop or land use will be entered in parentheses following the name of the crop. Crops grown in home gardens shall all be reported under the name "Home garden." In the case of land tilled in 1940 or tilled in regular rotation and on which no crop is grown in 1940, an explanation must be entered as to why the land is idle. For example, "Idle - cotton seeded in 1940 but washed out", or "Idle - regular rotation, last planted in 1939."

Acreage: Enter the acreage, expressed to the nearest tenth of an acre, contained in each field; except that, if the acreage is considered as part soil depleting and part nondepleting, the entry in this column will be the portion of the field which is considered to be occupied by the nondepleting crop or land use.

Total: Enter the total of the acreage figures appearing in section 3.

E. Section 4. - Tilled acreage: Depleting: Enter from section 2 the total of the subcolumn headed "First crop".

Nondepleting: Enter the total acreage figure from section 3.

Total: Enter the sum of the depleting and nondepleting acreages.

<sup>3/</sup> The farm operator should be instructed to notify the county office regarding any land which is seeded to a crop in the fall of 1940 and which was not originally reported as tilled land in section 2 or 3 of form 412. The reporter must revisit any farm reporting such land, and proper corrections must be made in sections 3 and 4 of form 412.



Wheat or rice: Enter in the spaces provided the wheat acreage allotment <sup>4/</sup> or the rice acreage allotment, as the case may be; the applicable percentage factor (to be furnished at a later date) for converting the acreage allotment into a normal acreage figure; and the resulting normal acreage figure, obtained by multiplying the acreage allotment by the percentage factor. Strike out "wheat" or "rice", whichever is not applicable.

Sugarcane or tobacco: Enter in the spaces provided the tobacco acreage allotment; the applicable percentage factor (to be furnished at a later date) for converting the tobacco acreage allotment into a normal acreage figure; and the resulting normal acreage figure, obtained by multiplying the acreage allotment by the percentage factor. Strike out "Sugarcane" where this line is used.

Enter in the space provided for a total on line with the words "Sugarcane or tobacco" the sum of the normal acreages of wheat or rice and tobacco.

Tilled acreage adjusted: Enter the amount by which the entry following the word "Total" on the first line exceeds the entry in the space provided for a total on line with the words "Sugarcane or tobacco".

F. Section 5. - Commercial orchards and perennial vegetables:  
Field No.: Enter from the enlargement or map the number of each field in planted or cultivated fruit trees, nut trees, vineyards, bush fruits, or perennial vegetables on the farm on January 1, 1940 (excluding abandoned orchards and vineyards and those which had not borne a crop prior to January 1, 1940), from which the major portion of the production is normally sold. Any part of the land in orchards which is tilled in 1940 or is tilled in regular rotation shall also be reported in section 2 or 3 of form 412. All of the land devoted to perennial vegetables shall be reported in section 5 and also in section 3 of form 412, except in the case of asparagus interplanted row for row with cotton. In the latter case one-half of the land shall be reported in section 5, one-half in section 2, and one-half in section 3 of form 412.

Kind. Enter the kind of orchard or perennial vegetables. For example, "Orange", "Pecan", "Asparagus".

Acreage: Enter the entire acreage, expressed to the nearest tenth of an acre, contained in each field even though a part of the acreage may be entered in section 2 or 3.

Total: Enter the sum of the acreages in commercial orchards and perennial vegetables.

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<sup>4/</sup> If 1941 wheat acreage allotments have been established at the time section 4 is completed, use 1941 figures; otherwise, use the 1940 allotment figures. (Each county shall use either 1940 figures or 1941 figures for all farms.)



G. Section 6. - Noncrop open pasture land: Field No.: For farms in Oklahoma and Texas enter from the enlargement or map the numbers of all fields of noncrop open pasture land on the farm.

For farms in Arkansas the reporter shall inquire of the farm operator as to the total acreage of fenced noncrop open pasture land in the farm. If the operator's estimate is not in excess of one-half of the 1939 tilled acreage in the farm (as shown in section 1 of the form 412), such estimated acreage shall be entered by the reporter in the space provided for the total acreage. If the operator's estimate is in excess of one-half of the 1939 tilled acreage in the farm, the reporter shall enter from the enlargement or map the numbers of all fields of fenced noncrop open pasture land in the farm which is capable of maintaining, during the normal pasture season, at least one animal unit for each 5 acres of such pasture land..5/

Care should be taken to see that no land is counted as both noncrop open pasture land and tilled land.

Acreage: Enter the acreage, expressed to the nearest whole acre, in each field. (In counties where enlargements or other accurate maps are not available, the reporter may estimate this acreage.)

Total: Enter the sum of the acreages of noncrop open pasture land.

H. Section 7. - Additional data: This section has been provided for additional performance data in counties where special provisions are applicable. The following land uses should be reported in this section in the counties indicated:

(1) Cropping restoration land: OKLAHOMA - Beaver, Cimarron, Ellis, Harper, Roger Mills, Texas, and Woodward Counties; TEXAS - Dallam, Deaf Smith, Hansford, Hartley, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, and Sherman counties.

(2) Breaking out native sod: Same counties as item (1) above.

(3) Failure to prevent wind and water erosion: Same counties as item (1) above and in addition, the following counties in Texas: Carson, Castro, Gray, Hemphill, Parmer, Potter, Randall, Roberts, and Wheeler.

(4) Any other land uses which the State or county office deems necessary.

5/ Open pasture land is that part of the pasture land on which the predominant growth is forage suitable for livestock and on which the number and grouping of any trees or shrubs is such that the land could not fairly be considered to be woodland. The normal pasture season is the period during which the pastures in the locality normally sustain livestock without supplemental feed, but in no case shall it be less than 5 months.



This section shall also be used for reporting data on milk cows, in accordance with the provisions of SRM-432, in the following counties:

Oklahoma: Cherokee, McIntosh, Okfuskee, and Sequoyah.

Texas: Anderson, Austin, Bell, Brazoria, Brown, Burleson, Caldwell, Clay, Dawson, Denton, Eastland, Erath, Fannin, Fayette, Fort Bend, Gonzales, Grayson, Grimes, Hale, Hamilton, Haskell, Henderson, Hill, Hood, Hopkins, Hunt, Johnson, Jones, Karnes, Lavaca, Limestone, Marion, Morris, Panola, Rains, Red River, Runnels, Smith, Taylor, Van Zandt, Walker, Waller, Washington, Wharton, and Willacy.

The reporter should consult the applicable 1940 State Handbook with respect to items (1), (2), and (3) above concerning the conditions under which the deduction items in question shall be listed on form 412.

I. Section 8. - Signatures: The operator and reporter should affix their signatures and enter the date thereof in the spaces provided. If the form is signed by an authorized representative on behalf of the operator, such person must show the capacity in which he signs.

The clerk in the county office who enters the various acreage figures shall affix his signature and enter the date thereof in the spaces provided.

J. Section 9. - Record of recheck by performance reporter:  
Fields Rechecked: Enter the number of each field which for any reason, other than as part of the spot check work, is rechecked after the original check of performance has been made. If the entire farm is rechecked, enter the word "All." If the entire acreage of a given crop is rechecked, enter the name of the crop.

Reason: Enter the reason for the recheck. For example, "Producer's request," "Peanut classification," etc.

Date: Enter the date on which the recheck is made.

Rechecked by: The reporter who makes the recheck shall affix his signature in this space.

Recomputed by: The clerk in the county office who recomputes the acreages in the fields rechecked and makes the corrections on the form 412 or 412A shall affix his signature or initials in this space.

Upon application of any producer for a recheck of all or any portion of the performance determinations on his farm, such recheck should be provided by the county office upon deposit with the treasurer of the county association of an amount sufficient to defray the estimated cost of such recheck to the county association. This amount shall be returned to the producer if the recheck shows that material errors were made in the first check of performance on the farm. Rechecks of all farms originally checked by reporters who have since been disqualified shall be made at the expense of the county association.



Rechecks of performance determinations alleged by the producer to be in error should in no case be made by the reporter who originally checked the farm, and in all cases should be made by the best qualified reporters. Any necessary rechecks of field acreages in the county office should be made by a fully competent acreage computer and special care should be taken to see that entirely accurate and unbiased determinations are obtained. Such rechecks should be recorded on a separate Form SR-411, which should bear the signature of the acreage computer making the recheck and the date on which the field acreages were redetermined. Any fields or plots which are found to be in error shall be circled on the Form SR-411 originally prepared.

### PART III. EXECUTION OF FORM 412A

Form 412A is for the reporting of approved soil-building practices carried out on a farm in 1940. Only one copy of the form need be prepared, and in all cases it will cover the same land as is covered by the related form 412. If one form 412A is not sufficient for reporting all approved soil-building practices carried out on the farm, additional forms 412A shall be prepared, properly identified, and attached to the original form.

The entries to be made on form 412A by the reporter when he visits a farm have been indicated by dotted lines. All other entries will be made in the county office.

Form 412A should be filled out, insofar as possible, at the time the related form 412 is prepared. When practices are to be carried out in 1940 after the original check of performance, the form 412A shall be completed after all such practices have been carried out.

The instructions set out below shall be followed in making entries in the spaces indicated on form 412A:

A. Heading: Enter the required information from the upper right corner of the related form 412.

B. Section 1. - Names and addresses of operator and landlord: Enter the required information from section 1 of the related form 412.

C. Section 2. - Approved soil-building practices carried out: Field No.: Enter from the enlargement or map the number of each field on which an approved soil-building practice has been carried out in accordance with the specifications contained in the 1940 State Handbook. If two or more practices are carried out on the same field, the number of the field in question shall be repeated for each such practice. Practices carried out with labor, seed, trees, or materials furnished by any State or Federal agency (except grants of aid furnished by the Agricultural Adjustment Administration) shall not be reported on form 412A except where the amount of such assistance rendered the producer by the State or Federal agency represents less than one-half of the total cost of carrying out a practice on a

particular acreage. (In Dallam, Deaf Smith, Hansford, Hartley, Moore, Oldham, and Sherman counties, Texas, credit may not be given for carrying out more than one soil-building practice on the same acreage. However, the reporter shall enter all approved practices carried out on the farm during the 1940 crop year, and the county office shall delete all practices carried out on the same acreage except the one having the highest unit credit.)

Description of Practice: Enter a short description of each practice, using such words as will definitely identify the practice and show that it has been carried out in accordance with approved specifications. Where a practice is carried out with labor, seed, trees, or materials furnished in part by a State or Federal agency, and one-half credit is allowed the producer for the extent to which the practice is carried out, the notation "1/2", followed by the name of such agency, shall be entered after the description of the practice. Where a practice is carried out with material or seed furnished by the Agricultural Adjustment Administration as a grant of aid, the notation "(AAA)" shall be entered immediately following the description of the practice.

Practice No.: Enter the practice number of each approved soil-building practice carried out, in accordance with the designations set out in the 1940 State Handbook.

Extent of Practice: Enter the acreage, feet, etc., of each practice carried out. For example, "12.2 acres," "2,000 ft.," "1 garden," etc. (See the 1940 State Handbook for the unit of measure to be used in connection with each practice.) The reporter will make this entry for all practices except those which are expressed in acres, which must be made in the county office after field measurements have been determined. Where a notation indicating that the practice was carried out with labor, seed, trees, or materials furnished in part by a State or Federal agency has been entered by the reporter after the description of a practice, the figure entered in the column headed "Extent of Practice" shall be circled and one-half of such amount shall be entered immediately above or to the right thereof.

Factor: Enter the factor by which the respective entry in the column headed "Extent of Practice" must be divided or multiplied to convert it into soil-building practice units. For example, "÷ 300," "X 2," etc. (See the 1940 State Handbook for the factor to be used in connection with each practice.)

Units of Practice: Enter the result obtained by dividing or multiplying (as the case may be) the entry in the column headed "Extent of Practice" by the respective entry in the column headed "Factor", carrying the result to the nearest tenth of a unit.

Enter in the space following the word "Total" at the foot of the column the sum of the units of soil-building practices entered therein.



Name of Producer: Enter the name of each producer who contributed to the carrying-out of a given soil-building practice on a particular field; that is, furnished the labor, equipment, or seed or material. The name of the landlord shall not be entered unless he furnished one or more of these items. Where two or more persons contributed to the carrying out of a given practice on a particular field, the name of each such person shall be entered on a separate line and a dash entered in the column headed "Field No." opposite the name of all such persons except the first one listed.

Contribution: Enter the contribution made to the carrying out of a given practice on a particular field by each producer whose name appears in the column headed "Name of Producer." For example, if one person did all of the work, enter "Labor"; if another furnished both the equipment and seed, enter "Equipment and seed." If only one person contributed to the carrying-out of a particular practice on a given field, the word "All" shall be entered.

Fractional Share: If more than one person contributed to the carrying-out of a particular soil-building practice on a given field, enter the interest of each such person in the units of the practice carried out on such field. This will be "1/2" if two persons contributed to the carrying out of the practice; "1/3" if three persons contributed; etc.

This division will be the basis for dividing the payment computed with respect to the units of a soil-building practice carried out in a particular field, unless the persons who contributed to the carrying-out of such practice on such field appear before the county committee in person and prove that their contributions to the carrying-out of the soil-building practice were not in such proportion. In the latter event, the units of the practice shall be divided in the proportion in which the county committee determines that each person contributed thereto, and the figures previously entered in the column headed "Fractional Share" shall be circled and the corrected figures entered immediately above or to the right thereof. (Note: This column will not be filled out for farms in Dallam, Deaf Smith, Hansford, Hartley, Moore, Oldham, and Sherman counties, Texas.)

Unit Share: (This column is to be filled out only in cases where more than one person contributed to the carrying-out of soil-building practices on the farm.) If more than one person contributed to the carrying-out of a soil-building practice on a field, enter the results obtained by multiplying the entry in the column headed "Units of Practice" by the respective entries in the column headed "Fractional Share," carrying each result to the nearest tenth of a unit. The sum of the unit shares for all producers who contributed to the carrying out of a particular practice on a field must in all cases exactly equal the total units of such practice carried out on the field. If the word "All" is entered in the column headed "Contribution", the entry to be made in the column headed "Unit Share" will be taken directly from the column headed "Units of Practice."

Enter in the space following the word "Total" at the foot of the column the sum of the unit shares entered therein. This figure must exactly equal the total of the column headed "Units of Practice." (Note: This column will not be filled out for farms in Dallam, Deaf Smith, Hansford, Hartley, Moore, Oldham, and Sherman counties, Texas.)

D. Section 3. - Signatures: The signature of the operator (or his authorized representative) and of the reporter who makes the regular check of performance on the farm shall be affixed and the date entered on the first line provided for signatures.

A line shall then be drawn completely across form 412A immediately below the last entry made in section 2. If the farm is revisited later in the year for further checking of practices, the reporter shall begin his entries immediately below the line drawn in section 2 and shall secure the signature of the operator (or his authorized representative) and affix his own signature and enter the date on the second line provided for signatures.

The clerks in the county office who enter the various unit figures on form 412A shall affix their signatures and enter the dates in the spaces provided.

Sheet No. \_\_\_\_\_ of \_\_\_\_\_ sheets: Where more than one form 412A is used for a farm, enter in the first blank space the number of the sheet as it relates to the total number of sheets for the farm, and in the second blank space the total number of sheets for the farm.

#### PART IV. PREPARATION OF PERFORMANCE SUMMARY SHEET

As soon as form 412 has been completed for a farm the performance data recorded thereon, as well as the data recorded on the related form 412A up to that time, shall be summarized on a Performance Summary Sheet (which will be designated as Form SR-413). The Performance Summary Sheet shall be executed in duplicate, the original thereof forwarded to the farm operator immediately and the copy retained as a permanent record in the county office. This is an essential feature of performance work, and consequently no county office will be excused for failure to prepare and mail the Forms SR-413 to the farm operators immediately after the entry work has been completed on forms 412. Any corrections in data on Forms SR-413 (by reason of rechecks or otherwise) shall be made by executing a corrected copy of the form in duplicate, mailing the original to the farm operator, and filing the copy with the original Form SR-413 in the county office.

The Performance Summary Sheet shall be prepared substantially in the form set out below, but the county office may vary it to suit local conditions as long as all essential farm data are included.



Form SR-413 (Sample)

74-109-1282

(State and county code and farm  
serial number)

PERFORMANCE SUMMARY SHEET

Mr. John H. Doe,  
Route 5, Box 73 A,  
Mt. Calm, Texas.

Dear Mr. Doe:

Below is a summary of the information reported by the duly authorized performance reporter who, in accordance with the official instructions, checked your farm in connection with the 1940 Agricultural Conservation Program:

Cotton .....	38.2 acres
Wheat .....	19.8 acres
Total soil-depleting crops.....	85.5 acres
Total tilled land.....	128.4 acres
Commercial orchards.....	5.7 acres
Noncrop open pasture land.....	32.0 acres
Approved soil-building practices:	
Terracing.....	2,850 feet
Alfalfa seeded.....	6.7 acres

The above data, unless found to be incorrect, will be used in computing your 1940 agricultural conservation and parity payments, if any, and in establishing acreage allotments for your farm under the 1941 Agricultural Conservation Program.

It is noted that you had carried out only 20.9 units of approved soil-building practices at the time performance was checked on your farm. Since your soil-building goal is 24.3 units, there is still a net amount of \$5.10 available to aid you in carrying out additional needed practices. We urgently request you to take advantage of this assistance, for it represents an important part of our farm program.

If you feel that there are any errors in the above figures, please inform this office at once.

Very truly yours,

June 20, 1940

/s/ W. B. Coko  
Secretary, Hill County A. C. A.

Any special farm data entered in section 7 of form 412 (other than that relating to milk cows) shall also be included in the Performance Summary Sheet, since it will affect the amount of payment to be computed for the farm.

#### PART V. TRANSMITTING FORMS TO STATE OFFICE

Each county office shall transmit to the State office on Forms SR-315, "Transmittal Sheet," a sample lot of forms 412 and a sample lot of completed forms 412A, in such number and at such time as the State office shall direct. The sample lots of forms shall be selected by a field representative of the State office where possible, and must include a representative sample of the work of each reporter and of each acreage computer and entry clerk in the county office.

If the State office determines from the sample lots that the county office has not done a satisfactory job of executing forms 412 and 412A, the county office will be required to transmit all such forms to the State office for audit. The sample lots of forms (or all such forms, if required to be transmitted) will be returned to the county office as soon as possible after they have been checked by the State office. Each form requiring correction will have a Correction Memorandum attached explaining the errors found by the State office, and such memorandum will serve not only as a basis for correcting the form in question but also as a guide in correctly executing any such forms subsequently prepared by the county office.

#### PART VI. STATE OFFICE AUDIT PROCEDURE

The sample lots of forms 412 and 412A submitted by each county office shall be checked by the State office in the light of the instructions set out in this bulletin for the execution of such forms. Errors on forms 412 and 412A shall be identified on the forms themselves by the entry with a red pencil of a number immediately above and to the right of the entry which is in error. All errors on a form 412 and form 412A shall be numbered in a sequence beginning with 1. A Correction Memorandum shall be prepared for each form which is found to be in error, showing the number of each erroneous entry thereon, wherein it is erroneous, and how it may be corrected. The Correction Memorandum shall be prepared in substantially the following manner:

#### CORRECTION MEMORANDUM (For Forms SR-412 and 412A)

County: Hill

Serial No. 1282

Error :	Nature of Error and How to Correct it
No. :	

- |   |  |
|---|--|
| 1 | : Should be under "Wheat" instead of "Cotton". |
| 2 | : Total in error - should be 128.4             |
| 3 | : Signature of farm operator required.         |

REMARKS: Several entries on form 412 are not clearly legible.

Date: 7-25-40

Initials of Examining Clerk: O.C.C.



After the sample lots of forms 412 and 412A for a county have been completely examined and Correction Memoranda prepared for those which are in error, the total number of errors on all such forms shall be determined. The average number of errors per form shall then be calculated by dividing the number of such errors by the number of performance reports checked. The Administrative Officer in Charge, on the basis of this information and a consideration of the nature of the errors, shall determine whether all performance reports for the county in question shall be checked by the State office.

#### PART VII. - COUNTY RECHECK OF REPORTERS

A. General: The County Performance supervisor 6/ (hereinafter referred to as county supervisor) is charged with the responsibility of making adequate and complete checks on the field work of all reporters, and for recommending to the person in charge of performance work and the county committee the dismissal of all reporters who fail to do satisfactory work. It is required that the county supervisor check the work of each reporter within one week after the reporter starts to work.

Farms selected for recheck should be representative and should include some of the more difficult situations encountered by the reporter. The county supervisor should visit every field on the farm 7/ and see that crop classifications are correct throughout the entire area of all fields and that boundaries and dividing lines have been accurately plotted.

The county supervisor should execute a form SRM-419, "Performance Spot-Check Report" (hereinafter referred to as form 419), for each farm which he rechecks. All errors in crop classification or location of boundaries or dividing lines shall be called to the attention of the reporter who originally checked the farm. When it is determined that the work of any reporter is unsatisfactory, the county supervisor shall immediately suspend such reporter and recommend his dismissal to the administrative assistant and county committee. Failure to suspend reporters doing unsatisfactory work shall be considered adequate cause for the dismissal of the county supervisor.

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- 6/ Where no county performance supervisor is employed, the person in charge of performance work in the county will assume the duties outlined in this part VII for the county performance supervisor.
- 7/ In the case of a very large farm, where it would be impossible to recheck the farm in 2 or 3 hours, a well-defined portion of the farm, bounded by easily recognized ground features, may be selected for recheck. In such cases, the portion of the farm which is rechecked shall be described in Section III of Form SRM-419. For example, "Only the part of the farm east of county road checked"; or "Permanent fields 1, 2, 3, 4, 8, and 9 checked."

Form 419 is to be prepared in duplicate in accordance with the instructions set out below. The original form 419 shall be forwarded to the State office immediately and the copy retained in the county office files.

B. Execution of form 419. Heading: Names of State and county:  
Enter the names of the State and county.

Name of performance reporter: Enter the name of the reporter who originally checked performance on the farm.

Number of farms checked to date by this reporter: Enter the number of farms checked to date by the reporter whose work is being rechecked.

Date reporter checked this farm: Enter the date the reporter originally checked the farm in question. This date will be taken from section 8 of form 412.

Regular performance, Soil-building practices; Crop disposal:  
Check the applicable one of these items. If the spot-check represents a recheck of the reporting of regular performance data on the farm, check "Regular performance;" If it represents a recheck of the reporting of soil-building practices done after the regular check of performance, check "Soil-building practices;" if it represents a recheck of the reporting of crop disposal (cotton disposed of before the belling stage, etc.), check "Crop disposal".

Section I. - Farm Identification: Enter in the spaces provided the farm serial number, the name of the farm operator, and the number(s) of the enlargement(s) covering the farm.

Section II. - Errors in Crop Classification and Boundary Lines:  
For each field or plot with respect to which the crop classification was improperly reported or for which one or more boundary or dividing lines are being rechecked, enter in -

Column (a) - the field or plot number. In the case of a recheck of a boundary or dividing line, the field number to be entered will be the number of the adjoining field or plot devoted to the crop having the largest per-acre rate of payment or deduction.

Column (b) - the original classification, as taken from form 412 or 412A.

Column (c) - the correct classification.

Column (d) - the side of the field on which the line in question is located. For example, "North," "South-west," etc. If the line cannot be readily located in such manner, enter a number in column (d) and the same number, followed by a complete description of the location, in section III of form 419.



Column (e) - the original measurement in chains, as scaled from the enlargement or map.

Column (f) - the correct measurement in chains.

Column (g) - the amount of error, if any, in chains.

Column (h) - the acreage in the field or plot, based upon the reporter's location of boundary and dividing lines.

Column (i) - the correct acreage if other than the acreage in column (h).

Column (j) - the amount of error, if any.

In making necessary acreage entries in columns (h), (i), and (j), planimeter measurements should be used except when the acreage was originally estimated by the reporter.

Number of fields misclassified: Enter the number of fields for which the original classification was in error.

Number of fields in farm: Enter the total number of fields (plots) in the farm (or the number of fields on which the crop classification is rechecked, in case the farm is very large and only a representative sample of fields is checked). This information may be obtained from the form 412 or from the enlargement(s).

Percentage of fields misclassified: Enter the result obtained by dividing the number of fields misclassified by the total number of fields in the farm.

Total error in measurement: Enter the sum of the acreage figures appearing in column (j).

Acreage of land checked: Enter the sum of the acreage figures appearing in column (i).

Percentage error in measurement: Enter the result obtained by dividing the entry for "Total error in measurement" by the entry for the "Acreage of land checked."

Section III.- Remarks: Enter in the space provided, any explanation necessary with respect to the data in section II and any other information which will indicate the quality of the work of the reporter.

Section IV. - Certification of Performance Reviewer: Enter following the words "it is my opinion that he" whether in the opinion of the performance reviewer the reporter who originally

checked the farm is qualified to check performance or whether he should be dismissed.

The performance reviewer shall then affix his signature, enter his official title and enter the date of the recheck in the spaces provided.

If it appears from the form 419 that the work of the reporter who originally checked the farm is unsatisfactory, it will be necessary to recheck other farms checked by such reporter to determine if his work as a whole is unsatisfactory.

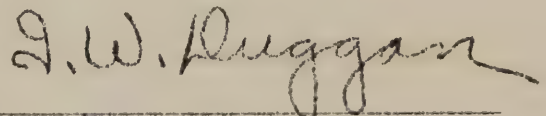
If form 419 shows that errors of a minor nature were made by the reporter, the county supervisor shall go over such errors carefully with such reporter. The reporter shall make the necessary corrections on both the enlargement and forms 412 and 412A, and shall enter his initials in the lower right corner of the form 419. In most instances of this kind it will not be necessary to have the reporter revisit the farm, but he should be notified of the fact that the errors have been charged against him.

A file of the copies of form 419 shall be maintained in the county office. Such forms shall be filed alphabetically by the names of the reporters, and those for each reporter shall be arranged according to the dates entered in section IV thereof.

#### PART VIII - SAMPLE FORMS

(Samples of forms 412, 412A, and 419 will be inserted in printed copy)

Issued March 30, 1940, with the approval of the Administrator.



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I. W. Duggan,  
Director, Southern Division.





Issued July 10, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION

1940 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 403A

INSTRUCTIONS FOR CHECKING AND REPORTING PERFORMANCE  
(Applicable to all farms in Area A)



The following new section K is hereby added to part II of Southern Region Bulletin 403A, near the bottom of page 18 of that bulletin.

K. SUPPLEMENTAL FORM 412 IN CASES WHERE PLANTED ACREAGE OF CROP AS ORIGINALLY REPORTED DIFFERS FROM PLANTED ACREAGE AS FINALLY DETERMINED

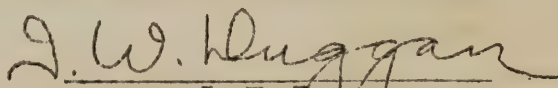
In cases where the producer(s) on a farm is notified after the check of performance that the measured acreage of cotton, rice, or wheat on the farm is within the respective acreage allotment (or that such acreage is a given amount in excess of the respective acreage allotment, and the producer(s) disposes of such excess in the required manner and within the time allowed), and after the crop is harvested it is discovered that an error was made by the performance reporter in the original check of performance on the farm or by an employee of the county office in the computing or recording of acreages, and the final measured acreage of such crop is actually in excess of the respective acreage allotment, the original Form 412 shall be corrected to reflect the final measured acreage of the crop.

In the cases referred to above if the county committee finds that the producer(s) on the farm was in no way responsible for the error in the original measured acreage and that in harvesting an acreage of the crop in excess of the allotment he acted in good faith and in the belief that he was within the respective acreage allotment, a supplemental Form 412, marked "Measured Acreage as Originally Reported," shall be prepared, showing the original figures on which the report of the measured acreage was based. Such supplemental Form 412, accompanied by the corrected Form 412 and a statement signed by at least two members of the county committee setting forth full details of the case, shall be forwarded to the State office for consideration by the State committee. The State committee will indicate its approval or disapproval of the case by a proper notation on the bottom of the county committee's statement, over the signature of a member of the State committee.



If the State committee approves the case, the original measured acreage reported to the producer(s) and entered on the supplemental Form 412 shall become the official 1940 planted acreage for the farm. Such official acreage shall be used as the planted acreage for all purposes except in determining the tilled acreage figure in section 4 of Form 412. In that connection the final measured acreage of the crop in question shall be used.

Issued July 10, 1940, with the approval of the Administrator.

  
I. W. Duggan,  
Director, Southern Division.

Issued October 19, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1940 AGRICULTURAL CONSERVATION PROGRAM  
SOUTHERN REGION BULLETIN 403A

INSTRUCTIONS FOR CHECKING AND REPORTING PERFORMANCE  
(Applicable to all farms in Area A)

SRB-403A is hereby amended as follows:

1. The first paragraph of Part II-D "Section 3 - Nondepleting Crops and Land Uses" on page 15 is amended to read as follows:

"Field No. - Enter from the enlargement or map the number of each field tilled in 1940 or tilled in regular rotation and on which no soil-depleting crop is grown for harvest in the 1940 program year, or on which a soil-depleting crop is interplanted or stripcropped with a nondepleting crop or land use and the acreage is classified as part soil depleting and part nondepleting. This will include land devoted to perennial vegetables and tilled land in orchards which is not classified as soil depleting. New land seeded to a crop for the first time in the fall of 1940 shall be included only if the land is seeded in a workmanlike manner to a nondepleting crop which is, or normally would be, harvested in the 1940 program year.<sup>3/</sup> If two or more non-depleting crops are grown on the same acreage in 1940, the field number shall be entered only once."

2. Footnote 3 at the bottom of page 15 is amended to read as follows:

"3/ The farm operator should be instructed to notify the county office regarding any land which is seeded in the fall of 1940 to a crop which will be, or normally would be, harvested in the 1940 program year, and which is land not originally reported as tilled land in section 2 or 3 of Form 412, or which was entered in section 3 at the time performance was checked but was later planted to a depleting crop for harvest during the 1940 program year. The reporter must revisit any farm reporting such land, and proper corrections must be made in sections 2 and 3 of Form 412."

Issued October 19, 1940, with the approval of the Acting Administrator.

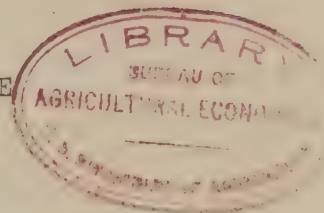
*I. W. Duggan*

I. W. Duggan,  
Director, Southern Division.





Issued March 30, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION1940 AGRICULTURAL CONSERVATION PROGRAM  
SOUTHERN REGION BULLETIN 403BINSTRUCTIONS FOR CHECKING AND REPORTING PERFORMANCE  
(Applicable to all farms in Area B)PART I. GENERAL INSTRUCTIONS

A. Organization. (1) State: The State Performance Supervisor for each State, under the direction of the Administrative Officer in Charge, will be directly responsible for performance work in the State. Where necessary, the State Performance Supervisor will be assisted by one or more district performance supervisors, who preferably should have had training and experience in engineering.

The State Performance Supervisor will be responsible for seeing that schools of instruction are held for the training of district and county performance supervisors and local performance reporters (hereinafter referred to as reporters) regarding crop and land use classifications, methods to be used in measuring land, procedure to be followed in checking performance, care of materials used, and the filling out of necessary forms and reports. It will also be his duty to see that a prescribed examination is given each reporter before employment, and that performance work throughout the State is spot checked in accordance with the instructions outlined in SRM-421.

(2) County: The county administrative assistant (hereinafter referred to as administrative assistant), where employed, will have immediate charge of performance work in the county; otherwise, such work shall be in charge of the secretary of the county association. Where necessary, a county performance supervisor should be employed to assist the person in charge of performance work in making frequent checks on the work of reporters. In very large counties one or more assistant county performance supervisors may also be employed to assist in this work, or the county may be divided into two or more areas and a county performance supervisor designated for each area. No person may be employed as a county performance supervisor or assistant county performance supervisor unless and until he has passed an examination prescribed by the State Performance Supervisor. It is important that the person in charge of performance work spend as much time as possible in the immediate supervision of reporters at the beginning of and throughout the rush period of performance-checking.

Reporters shall be employed for the purpose of checking performance and making a report thereof on farms assigned to them by the person in charge of performance work. They must be capable and dependable and must show by written examination that they have the necessary qualifications for the job.



In counties where field acreages are computed by the use of planimeters or rotometers, the persons employed as acreage computers must first pass a written examination prescribed by the State Performance Supervisor. Such acreage computers shall be directly responsible to the person in charge of performance work in the county.

Any person employed by the county association in past years who knowingly violated the regulations or instructions, shall not be employed as a reporter, acreage computer, or entry clerk or in any other capacity by the county association.

A reporter or acreage computer is not eligible to check any farm in which he has any sort of financial interest or which is owned or operated by a near relative. Since county committeemen are charged with the responsibility of approving applications for payment under the agricultural programs, they are not eligible to serve as reporters, assistant county performance supervisors, or county performance supervisors.

Where it is necessary to make an engineering check of certain practices to determine that they have been carried out in accordance with approved specifications, it is suggested that one capable man be employed to handle this job for the entire county. Such checking can be accomplished more quickly and with less expense if postponed until near the end of the year.

Where a correction is necessary in any acreage figure on any form used in connection with performance work, it shall be made by drawing a light line through the original entry and inserting the correct entry immediately above or beside the deleted entry. Each such correction must be initialed by the person who makes it.

B. Checking performance: Each reporter must be thoroughly familiar with the 1940 State Handbook. He must also thoroughly familiarize himself with Form SR-412, "Performance Report" (hereinafter referred to as form 412), Form SR-412A, "Supplement to Performance Report" (hereinafter referred to as form 412A), and Form SR-111, "Farm Map", where used. Form SR-111 will be used only in those counties where performance is checked by some method other than with enlargements of aerial photographs (hereinafter referred to as enlargements) or other accurate maps.

It is necessary in all cases that the farm operator, or a person authorized by him to act in his place, assist the reporter in making the check of performance on the farm. It is therefore suggested that the farm operator be notified as far in advance as possible of the approximate date on which performance is to be checked on his farm.

(1) Aerial photographs. (a) Care of enlargements: One person in each county office in which enlargements are used should be designated to check them out and in, and guard against misuse of same.

Proper filing space should be provided in the county office for enlargements, tracings, blueprints, and other material or equipment used in connection with performance checking. In order to prolong the usefulness of the enlargements, only such data as farm serial numbers, farm boundaries, field outlines, and field numbers shall be recorded directly thereon, and this shall be done by the use of uniform legends neatly and legibly inscribed. Every effort should be made to avoid the making of unnecessary marks, records, or notations on the enlargements.

Reporters must be provided with suitable carrying boards on which to fasten the enlargements while using them. Thumb tacks, tape, and binders which will injure the enlargements must not be used. Enlargements are never to be rolled or folded and must always be used on a firm, flat surface. An oilcloth cover slightly larger than the carrying board should be carried in the field to protect the enlargements from inclement weather, and special care should be taken to protect them from hand moisture and grit, since either will easily damage the enlargement and planimeter.

(b) Working area of enlargements: The normal working area of an enlargement is considered to be the central portion thereof bounded by lines which equally divide the overlapping areas of adjoining enlargements. It is suggested that lines which equally divide the areas overlapped by adjoining enlargements be drawn on each enlargement to indicate the normal working area thereof. Each reporter should be cautioned to work inside of these lines where practicable. However, it is permissible to work slightly outside of this area where necessary to complete the indication of the boundary of a field or farm on the same enlargement. When it is necessary to show part of a farm on one enlargement and the remainder on another, special care should be taken in recording the dividing line on each enlargement.

(c) Use of enlargements in the field: Each reporter shall be assigned definite areas for checking performance, and the enlargements covering such areas shall be turned over to him, together with the corresponding forms 412 and 412A showing the required information in the heading and in section 1 thereof. Only a sufficient number of enlargements to provide 2 to 6 days' work should be issued to a reporter at one time, and a receipt showing the numbers of the enlargements issued should be obtained from him. At least once a week the reporter should be required to return to the county office all enlargements on which performance has been checked.

Before beginning the detailed check of performance on a farm, the reporter and the farm operator should examine the enlargement and identify the farm boundaries. If the reporter finds that the land covered by the work sheet does not, in fact, constitute a farm, as the term is defined under the 1940 program, he shall note this fact and report it to the county office in order that the farm may be reconstituted in accordance with the applicable regulations and instructions. Farm boundaries should be indicated on the enlargement by a red, soft-lead pencil mark. The applicable farm serial number shall be entered on the enlargement within the farm boundary lines.



All fields on the farm (that is, all areas of land tilled in 1940 or tilled in regular rotation, all commercial orchards, and perennial vegetables, all eligible noncrop open pasture land, and any other land on which an approved soil-building practice has been carried out) which have permanent or semi-permanent boundaries, such as streams, roads, fence lines, etc., shall be outlined and numbered on the enlargement with a blue or black soft-lead pencil, and the field numbers assigned in a numerical sequence. Where a field is devoted to two or more crops or land uses in 1940 or is devoted to a special soil-depleting crop which is cultivated by two or more persons, the separate plots shall be considered as fields and given a, b, c, designations preceded by the field number. For example, if field No. 12 is divided into three plots in 1940, the plots will be numbered 12a, 12b, and 12c. Where all of the plots in a field are devoted to nondepleting crops or land uses, it is not necessary to identify the separate plots individually, except where an approved soil-building practice is involved. Likewise, it is not necessary to identify the separate land uses where small plots in a field are devoted to a different crop or land use from the major crop in the field and such plots are too small to be properly identified on the enlargement or where terraces are considered as devoted to one crop or land use and the land between the terraces is devoted to another crop. In such cases, the acreage in the small plots or terraces will be determined by the reporter and entered directly on the form 412.

If changes have occurred in the field boundaries or dividing lines since the enlargements were last used, the reporter shall erase inapplicable field boundaries and dividing lines from the enlargement. In such cases, and also where field boundaries or dividing lines between crops or practices do not show plainly on the enlargement, sufficient ground measurements from features which can be identified on the enlargement shall be made with a chain or tape so as to locate definitely the new field boundaries or dividing lines on the enlargement. The reporter shall then trace thereon with a sharp-pointed, blue or black, soft-lead pencil the new field boundaries and dividing lines. Field boundaries should be indicated by solid lines and dividing lines should be indicated by broken lines.

The crops grown and soil-building practices carried out on each field or plot, together with the names and shares of special soil-depleting crops and soil-building practices for the persons interested therein, shall be entered on forms 412 and 412A in accordance with the instructions set out in parts II and III of this bulletin. Under no circumstances should the reporter attempt to identify the crops or land uses directly on the enlargements.

After checking all of the fields on the farm, numbering all of them on the enlargement, and identifying all crops, land uses, and soil-building practices on the forms 412 and 412A, the reporter and farm operator should carefully examine both the enlargement and forms 412 and 412A to determine that all essential data have been entered thereon. This procedure should preclude the necessity of a return visit to the farm to check some minor detail.

(d) Special equipment needed in counties using enlargements:  
County offices using enlargements should be equipped with the following:

- One or more planimeters or rotometers.
- One filing case for enlargements and photo-index maps.
- A supply of art-gum erasers and soft-lead pencils of various colors.
- One or more large tables.
- A sufficient number of magnifying glasses.

Reporters should be equipped with the following:

- One chain, 66 feet long, divided into tenths.
- One suitable carrying board for use in working with the enlargements in the field.
- One oilcloth cover for the carrying board.
- A number of blue (or black) and red, soft-lead pencils.
- One or more art-gum erasers.
- One 6-inch, ivory-covered scale, graduated to fiftieths or hundredths of an inch.

(2) Plane-table maps: The method of checking performance by use of plane-table maps will be similar to that employed in checking performance by use of enlargements. (See SRM-217 for detailed instructions).

(3) Other methods: Where enlargements, plane-table maps, or other accurate measurements are not available in 1940, performance shall be checked by chaining or some equivalent method and a map of each farm prepared by means of the farm-sketch method. A sketch should be drawn on Form SR-111 by the reporter, showing the relative position of all fields and physical features.

The applicable portion of the instructions relating to the use of enlargements in the field shall be followed by the reporter. Field acreages shall be calculated from the measurements of the sides, diagonals, or other principal dimensions. Calculating field acreages by this method requires that the field be "sized up" very carefully before measurements are made. First, the general shape of the field must be determined. If necessary, a rough preliminary sketch thereof should be made on scratch paper to determine how to measure the field or how to divide it into measurable plots. If the land is irregular in elevation or the length of a dimension is so great that a definite point cannot be clearly seen, the reporter may establish the line by sighting on a person standing on an elevation or at a convenient point. Each dimension measured shall be recorded directly on the corresponding line on the map, in order that the acreage in each field or plot may be determined in the county office.

Each Form SR-111 should have recorded thereon the information required in the heading thereof, the number and dimensions of each field or plot, the date of preparation, and the signature of the reporter. In all cases the Forms SR-111 should be checked in the



county office, and if desirable, the sketch may be redrawn to a more nearly exact scale. In the case of row crops, the distance allowed around the edge of the crop area as the outside boundary thereof is one-half of the width of the average row.

The following equipment will be needed by each reporter:

- One chain, 66 feet long, divided into tenths.
- A supply of surveyor's pins.
- One sketching board.
- Pencils and other material necessary for making a map.

C. Calculating acreages in county office: Where enlargements or other accurate maps are used, field and plot acreages shall be determined in the county office by the use of planimeters or rotometers.

Acreage computers without previous experience should be given sufficient training before being actually employed in official acreage determinations, and their competency should be fully established before they are so employed. Only competent computers should be employed, and the instruments used must be in proper adjustment. All instruments should be placed in good working order and checked for accuracy before they are used in acreage measurements and thereafter should be checked at least once daily.

One competent person in each county office shall be placed in charge of the acreage computers and shall be responsible for maintaining proper standards of accuracy. Night shifts for acreage computers should not be employed unless absolutely necessary, and where used, adequate supervision must be provided. At least five fields of various sizes (including plot and total field acreages) should be checked for each computer each day, and such checks should be properly recorded and preserved in the county office records.

All planimeter readings shall be recorded directly on Form SR-411, "Planimeter Record Sheet", which will form a permanent part of the farm's performance records for the year. This form is to be mimeographed on letter-size paper and filled out in the county office in substantial accord with the illustration set out below. An absolute minimum of two separate determinations is required for calculating each plot acreage. No erasures of any kind may be made on this form. In making planimeter determinations, it is desirable that the roller on the instrument not be set to zero due to the damage which will result to the instrument.

There is set out below an illustration of Form SR-411. The entries in the column headed "Sum" are simply the mathematical sums of the plot acreages in the fields, while the entries in the column headed "Total" represent the acreages in the fields when measured as a whole. The latter figures may be taken from Form SR-311, "Field Acreages", (or similar form) if such form was prepared in 1939, unless the field boundaries in 1940 are not the same as they were in 1939. Previous records of field acreages shall not be used, however, unless it is

determined by a comprehensive spot check that they are accurate. Where there is any appreciable difference in the sum of the plot acreages and the acreage in the field when measured as a whole, the plot acreages and the total field acreage must be redetermined.

Where acreages are reported in tenths of acres, fractions of tenths amounting to half a tenth or less shall be dropped and those amounting to more than half a tenth shall be considered a whole tenth. In measuring fenced noncrop open pasture land, fractions of acres amounting to half an acre or less shall be dropped and those amounting to more than half an acre shall be considered a whole acre.

Form SR-411 (Sample)

(Farm Serial No.)

PLANIMETER RECORD SHEET

(Enlargement Nos.)

(Planimeter No.)

Field No.	Plot Acreages					Sum	Total

(Date)

(Signature of acreage computer)

Page \_\_\_\_ of \_\_\_\_

D. Farms to be checked: Performance shall be checked on all farms on which cotton, peanuts for market, or tobacco are grown in 1940 or in connection with which an application for a rice or wheat payment is to be filed under the 1940 Parity Payment Program and on all other farms covered by work sheets except those where none of the interested persons expects to file an application for payment under the 1940 Agricultural Conservation Program in the county. If a person expects to file an application for payment under the 1940 Agricultural Conservation Program or the 1940 Parity Payment Program with respect to one farm, all farms in the same county on which he has an interest in the soil-depleting crops must be checked for performance.



E. Reports. (1) By reporter: Each reporter shall mail or bring to the county office at the end of each day a report showing the farm serial numbers of all forms 412 and 412A prepared by him that day. For this purpose the county office should furnish each reporter an adequate supply of "Official Business" envelopes or cards, addressed to the Secretary of the county association.

(2) By county office: Each county office shall mail a report to the State office weekly or semi-monthly, as instructed by the State office, showing the following information for the period just ended:

- (a) The number of farms checked by reporters.
- (b) The 1939 tilled acreage included in the farms checked by reporters. (This figure will be taken from section 1 of form 412.)
- (c) The labor cost of reporters and chairmen.
- (d) The labor cost of the county performance supervisor(s) and assistant county performance supervisor(s).
- (e) The number of farms for which field acreages were computed in the county office.
- (f) The labor cost of computing field acreages.
- (g) The number of farms completely rechecked because of unsatisfactory work on the part of reporters.

The State office may also require that the information in items (a), (b) and (c) above be shown for each reporter.

As soon as the job of checking performance has been substantially completed in a county, the county office shall notify the State office of this fact, giving a summary of the information included in the weekly or semi-monthly reports and also listing the serial numbers of all work sheets covering farms on which performance has not been checked.

## PART II. EXECUTION OF FORM 412

Only one copy of form 412 need be prepared, and in all cases it will cover the land covered by a single work sheet.

If one form 412 is not sufficient for reporting all data for the farm, additional forms 412 shall be prepared, properly identified, and attached to the original form. The entries to be made on form 412 by the reporter when he visits a farm have been indicated by dotted lines; all others will be made in the county office.

The instructions set out below shall be followed in making entries in the spaces indicated on form 412:

A. Heading: State and county code and farm serial number:  
Enter these numbers from the corresponding Form SR-301. "Farm Work Sheet", before the form 412 is taken to the field.

Enlargement numbers: Enter the number(s) of the enlargement(s) (if used) covering the farm in question, before the form 412 is taken to the field.

Location of farm: Enter the location or description of the farm from the corresponding Form SR-301, before the form 412 is taken to the field.

B. Section 1. - Names and addresses of operator and landlord:  
Enter the names and addresses of the operator and landlord in the spaces provided. Where separately-owned tracts of land are covered by one work sheet, the names and addresses of all landlords interested in such tracts shall be entered. Where the landlord rents the entire farm to another person for cash, standing rent, or fixed rent and the tenant who so rents the farm is not also the operator, enter the name, address, and status of such person below the name and address of the landlord. For example, "John H. Doe, Route 1, Clayton, Alabama (Cash tenant)". The reporter shall check this information with the farm operator and make any corrections that are necessary because of changes in the ownership or operation of the farm in 1940.

Enter the tenure ("Cash tenant", "Share tenant", etc.) of the operator and the 1939 tilled acreage on the farm in the spaces provided. The tilled acreage figure will be available from section IV of the Form SR-312.

C. Section 2.- Soil-depleting crops: Field No.: Enter from the enlargement or map the number of each field or plot (hereinafter referred to as field) on which a soil-depleting crop is grown in



1940. 1/ Where one soil-depleting crop follows another soil-depleting crop on the same acreage in 1940, and where two or more soil-depleting crops are interplanted or stripcropped, the field number shall be entered on a separate line for each crop.

For purposes of assigning field numbers on the enlargements or maps, any field which has been double cropped on only a portion thereof should be broken down into separate fields. For example, if a crop of potatoes is grown on field number 14 in 1940 and cotton follows the potatoes on one-half of such field, the portion of the field on which only potatoes are grown would be numbered 14a and that on which the cotton followed the potatoes would be numbered 14b.

Name of Crop: Enter the name(s) of the soil-depleting crop(s) grown on each field. It is essential that every soil-depleting crop grown on each field in 1940 be reported. The soil-depleting crop classification set out in the 1940 State Handbook and official interpretations issued with respect thereto, must be strictly followed.

In the case of any crop found growing on the farm which may be classified as either soil depleting or nondepleting, depending upon the disposition made of such crop, the same shall be reported as soil depleting in section 2 or as nondepleting in section 3 of form 412 in

1/ Where the planted acreage of wheat has been reported on Form SRM-404, "Report of 1940 Wheat Acreage," it will not be necessary for the reporter to check the fields of wheat on the farm or report them in section 2 of form 412. In such cases, the words "Wheat from SRM-404" shall be entered on one line of section 2 of form 412 in the column headed "Name of Crop," and the total wheat acreage figure obtained from column C, section 3 of Form SRM-404 shall be entered on the same line in the subcolumn headed "First crop" and on the line captioned "Total Crop Acreages" in the column designated for wheat data in section 2 of form 412. The Form SRM-404 shall then be securely fastened to the form 412, to support the total wheat acreage figure entered on the latter form and also to show the division of wheat acreage among the interested persons on the farm.

Where commercial vegetable acreage has been reported on Form SR-312 in early vegetable counties, in accordance with the instructions outlined in SRM-411 (Revised), all vegetable acreage on the farm shall be reported on Form SR-312. In such cases the words "Vegetables from SR-312" shall be entered on one line of section 2 of form 412 in the column headed "Name of Crop," and the total vegetable acreage obtained from such Form SR-312 shall be entered on the same line in the subcolumn headed "First crop" and on the line captioned "Total Crop Acreages" in the column designated for vegetable data in section 2 of form 412. The Form SR-312 shall then be securely fastened to the form 412, to support the total vegetable acreage figure entered on the latter form and also to show the division of vegetable acreage among the interested persons on the farm.

accordance with the statement of the farm operator as to the use to be made of such crop, except that peanuts planted alone must in all cases be reported in section 2. It is required that the use actually made of the crop be checked later in the year, and that any necessary corrections in crop classification be made on form 412.

The names of the crops entered by the reporter must clearly identify the crops, and the use made of such crops where the use determines whether the crop will be considered as soil depleting or nondepleting, commercial or noncommercial, etc. For example, "Peanuts for nuts", "Tomatoes for canning," etc. This is necessary in order that the county office may be able to determine that the crops have been properly classified. In counties where sugarcane is grown for sugar, the notation "for sugar", "for seed", or "for syrup" should be inserted after the name of the crop, in accordance with the use made of the sugarcane grown in the field.

In the commercial peanut area all peanuts harvested for nuts are considered as a special crop, except (1) where none of the peanuts are separated from the vines by mechanical means, or (2) where all of the peanuts are consumed by persons living on the farm. Under the first exception the reporter shall enter the notation "All peanuts separated by hand" and under the second exception he shall enter the notation "All peanuts consumed on farm", the notation in either case to be entered in the second line from the bottom in the lower left corner of form 412.

Where one soil-depleting crop follows another soil-depleting crop on the same acreage in 1940, the name of each crop shall be entered on a separate line. 2/

Where two or more soil-depleting crops are interplanted or stripcropped, the name of each crop shall be entered on a separate line and all such crop names shall be enclosed with a bracket inserted immediately to the right thereof. Following the bracket shall be entered an accurate description of the method of planting and the width of rows, in order that the county office may be able properly to classify the land on which the interplanting or stripcropping was done. In such cases, if all or a part of the land is considered as devoted to one soil-depleting crop and all or a part to another soil-depleting crop, the county office shall insert immediately following the name of each crop the fractional part of the land which is considered as devoted to such crop.

2/ Where a soil-depleting crop follows wheat or commercial vegetables on a given field in 1940 and the separate fields of wheat or vegetables are not reported in section 2 of form 412 (by reason of the fact that the acreage of such crop has already been reported on a Form SRM-404 or SR-312), the fact that the crop follows wheat or vegetables must be indicated after the name of the crop. For example, "Cotton (following vegetables)".



Where a soil-depleting crop is interplanted or stripcropped with a nondepleting crop or land use, the names of both shall be entered on the same line. In such cases, the name of the soil-depleting crop shall be entered first and shall be followed, in parentheses, by an accurate description of the method of planting. For example: "Cotton (1 cotton, 1 peanuts hogged off -- cotton rows 7 ft. wide)." If under the regulations the land is considered as part soil-depleting and part nondepleting (as it is in the example given above), a similar entry will be made in section 3 of form 412, except that the name of the nondepleting crop will be entered first. In such cases the county office shall insert following the name of the soil-depleting crop in section 2 and following the name of the nondepleting crop in section 3, the fractional part of the land which is considered as devoted to the respective crop.

Where small plots in a field are devoted to a different crop or land use from the major crop in the field and such plots are too small to be properly identified on the enlargement or map, where terraces are considered as devoted to one crop or land use and the land between the terraces as devoted to another crop, or where there is a strip of waste land or idle land between the crop in a field and the field boundary as shown on the enlargement or map, the acreage not occupied by the major crop in the field shall be determined by the reporter and entered immediately after the name of the major crop. For example, if in a field of cotton the terraces are considered as devoted to corn and the land occupied by the terraces is found to be 1.1 acres, the entry would be "Cotton (less 1.1 acres corn on terraces)" and the entry on the following line would be "Corn (1.1 acres)." It is to be noted that where terraces are devoted to a nondepleting crop or land use the acreage occupied thereby is to be reported separately from the crop planted between the terraces only in case the distance from the soil-depleting crop on one side to the soil-depleting crop on the other side of the terrace is as much as 13-1/2 feet, and then the acreage occupied by the terrace will be measured from a distance 1-3/4 feet from the soil-depleting crop on either side of the terrace.

Where two or more general soil-depleting crops (other than peanuts for market) are grown on separate plots in a field, the names of all such crops shall be listed on the same line and the fractional part of the land in the field occupied by each such crop shall be approximated by the reporter and entered immediately following the name of the crop. It is required that the acreage of peanuts for market be accurately determined in all counties in 1940.

In the case of Georgia-Florida Type 62 tobacco the notation "4/5" shall be inserted after the name of such crop in section 2 of form 412 if the specifications set out in footnote 1 of the Florida Handbook or footnote 6 of the Georgia Handbook have been met. In such cases the entry "Type 62 tobacco, 1/5" shall be made in section 3 of form 412. Any cover crops grown on the acreage devoted to Georgia-Florida Type 62 tobacco shall not be reported as a soil-building practice on form 412A if the notation "4/5" is inserted after the name of such crop in section 2 of form 412.

Acreages of cotton the staple of which is 1-1/2 inches or more in length shall have the notation "1-1/2 inches", followed by the kind of cotton, inserted after the name of the crop and in all cases shall be considered as a general crop. Land planted to certified pure strains of Sea-Island cotton or American-Egyptian cotton in communities which have facilities designed specifically for ginning such cotton will be considered to be planted to cotton having a staple of 1-1/2 inches in length unless it is found that such cotton was not ginned by the use of such facilities. In all other cases the cotton shall be considered to have a staple of less than 1-1/2 inches, unless it is determined by the county committee that all cotton produced on the field in question in 1940 has been officially classified by a federally-licensed classifier as cotton the staple of which is 1-1/2 inches or more in length. If the farm operator alleges that cotton (other than a certified pure strain of Sea-Island or American-Egyptian) produced on a certain acreage will staple 1-1/2 inches or more in length and that he intends to have it officially classified at harvest time, such acreage shall be reported separately on the form 412.

If a field is classified as part soil depleting and part non-depleting, the data for such field shall be reported in both sections 2 and 3.

Name of Producer: Enter the name of the person who, as sharecropper, tenant, or landlord, furnishes the labor with respect to each field of special soil-depleting crops. Where a farm is composed of separately-owned tracts of land, the name of the landlord shall be entered above the name of the person who furnishes the labor with respect to each field of special soil-depleting crops. Where a share tenant who is not also the operator of the farm has a sharecropper working under him, the name of the sharecropper shall be entered on the line with the name of the crop and the name of the share tenant shall be entered on the following line. In such cases a dash shall be entered in the column headed "Field No." opposite the name of the share tenant.

Fractional share: Enter in the three subcolumns the fractional shares (1/4, 3/4, etc.) or the percentage shares (25%, 75%, etc.) of each special soil-depleting crop in each field to which the landlord, tenant operator, and other tenant or sharecropper are entitled under the terms of the lease or operating agreement. Where the entire farm is rented to a tenant for cash, standing rent, or fixed rent and such tenant is not also the operator, the subcolumn headed "Landlord" shall be used to report the interest of such cash, standing-rent, or fixed-rent tenant in each special crop, since the landlord will not share in the soil-depleting crops in such cases. If one person receives all of the crop, the word "All" shall be entered in the appropriate subcolumn.

In Field: Enter in the applicable subcolumn headed "First crop" or "Following crops" the acreage, expressed to the nearest tenth of an acre, devoted to each soil-depleting crop grown in each



field. If the acreage in a field is considered as part soil depleting and part nondepleting or the field is considered as devoted in part to one soil-depleting crop and in part to another soil-depleting crop, the entry to be made in the applicable subcolumn will be the portion of the field which is considered to be occupied by the particular soil-depleting crop. The subcolumn headed "First crop" will be used to record the acreage of the first soil-depleting crop grown on a field in 1940, and the subcolumn headed "Following crops" will be used to record the acreage of any second or subsequent soil-depleting crop grown on a field in 1940. For example, if cotton follows a commercial vegetable on a 10-acre field, the entries will be 10 acres for the commercial vegetable in the subcolumn headed "First crop" and 10 acres for cotton in the subcolumn headed "Following crops", regardless of whether vegetables are or are not a special crop in the county.

In counties where vegetables are a special crop, any acreage of a second or subsequent crop of vegetables grown on the same land in 1940 shall be circled in the subcolumn headed "Following crops". This is to indicate that such acreage is not to be entered in the column designated for vegetable acreage on form 412.

Cotton: Enter in the applicable subcolumns below the word "Cotton" the respective acreage shares of the landlord, tenant operator, and other tenant or sharecropper in each field of cotton (other than that which has a staple of 1-1/2 inches or more) on the farm, irrespective of whether the acreage in such field is reported in the subcolumn headed "First crop" or in the subcolumn headed "Following Crops". The sum of the acreage shares for each field must in all cases exactly equal the acreage in the field.

Blank column-headings following the word "Cotton": Before the form 412 is taken to the field, enter in the blank column-headings following the word "Cotton" the names of any other crops (including sugarcane) for which special acreage allotments are established for the farm for 1940. After performance has been checked on the farm also enter any of the following which is applicable, even though no allotment has been established for the crop in question:

- (1) Tobacco (followed by the type), if flue-cured, burley, or Georgia-Florida Type 62 tobacco is grown on the farm.
- (2) Rice, if planted on the farm.
- (3) Peanuts (in the commercial peanut area), if grown on the farm for market.
- (4) Vegetables (in counties where vegetable allotments are established), if commercial vegetables are grown on the farm.

- (5) Potatoes (in counties where potato allotments are established), if grown on the farm for market.
- (6) Celery (in Manatee, Marion, Palm Beach, Sarasota, and Seminole Counties, Florida), if grown on the farm.
- (7) Wheat, if grown on the farm and classified as soil depleting.
- (8) Sugarcane, if sugarcane is grown on the farm for sugar or seed.

Divide the acreage of such crops among the interested persons in the same manner as for cotton; except that, if two or more crops of commercial vegetables are grown on the same acreage (either by the same producer or by different producers), the acreage in the field will be divided among all of the persons who share in the crops grown on such acreage in 1940 in the proportion in which they share in such crops. To illustrate: A owns a farm with an 8-acre vegetable allotment and rents the same to B and C consecutively in 1940 on a  $1/4 - 3/4$  basis. B seeds and harvests 8 acres of commercial vegetables on the land, and after C takes possession, the latter also seeds and harvests 8 acres of commercial vegetables thereon. Under this set of facts, the 8 acres will be divided 2 acres to A, 3 acres to B, and 3 acres to C.

Totals: Enter at the foot of the subcolumn headed "First crop" the sum of the acreages entered therein, and in the remaining subcolumns the sum of the acreage shares entered in such subcolumns.

Total Crop Acreages: If there is more than one interested producer on the farm, enter in each column the sum of the totals entered on the line above for the three respective subcolumns.

Where more than one form 412 is required for the reporting of soil-depleting crops, the last two lines of section 2 shall be filled out on the last sheet only.

The space at the bottom of section 2 in the lower left corner of the form will be used for summarizing acreages of specified general soil-depleting crops where requested by the Agricultural Adjustment Administration. Instructions regarding the execution of this part of the form will be sent to the applicable counties at a later date.

Wheat production \_\_\_\_\_ bu.: If wheat is grown on the farm in 1940 and is classified as soil depleting, enter in the space provided in the lower left corner of the form the total 1940 production of wheat on the farm.

Sheet No. \_\_\_\_\_ of \_\_\_\_\_ sheets: Where more than one form 412 is used for a farm, enter in the first blank space the number of the



sheet, as it relates to the total number of sheets for the farm, and in the second blank space the total number of sheets for the farm.

D. Section 3. - Nondepleting crops and land uses: Field No.: Enter from the enlargement or map the number of each field tilled in 1940 or tilled in regular rotation and on which no soil-depleting crop other than one seeded in the fall of 1940 is grown, or on which a soil-depleting crop is interplanted or stripcropped with a nondepleting crop or land use and the acreage is classified as part soil depleting and part nondepleting. This will include land devoted to perennial vegetables; tilled land in orchards which is not classified as soil depleting; and new land seeded to a crop in a workmanlike manner in the fall of 1940. 3/ If two or more nondepleting crops are grown on the same acreage in 1940, the field number shall be entered only once.

Crop or Land Use: Enter the name(s) of the nondepleting crop(s) grown on each field listed, or the use to which each such field is put in 1940. Where two or more nondepleting crops are grown in the same field (whether grown on different parts of the field or on the same acreage), such crops shall be listed on the same line. Where a field is considered as part soil depleting and part nondepleting, by reason of interplanting or stripcropping, the names of both crops shall be listed on the same line in section 3 and each name followed by the fractional part of the land occupied by such crop; except that, where a small portion of a field is devoted to a nondepleting crop or land use and such portion is too small to be properly identified on the enlargement or map, the acreage occupied by the nondepleting crop or land use will be entered in parentheses following the name of the crop. Crops grown in home gardens shall all be reported under the name "Home garden." In the case of land tilled in 1940 or tilled in regular rotation and on which no crop is grown in 1940, an explanation must be entered as to why the land is idle. For example, "Idle - cotton seeded in 1940 but washed out," or "Idle - regular rotation, last planted in 1939."

Acreage: Enter the acreage, expressed to the nearest tenth of an acre, contained in each field; except that, if the acreage is considered as part soil depleting and part nondepleting, the entry in this column will be the portion of the field which is considered to be occupied by the nondepleting crop or land use.

Total: Enter the total of the acreage figures appearing in section 3.

E. Section 4. - Tilled acreage: Depleting: Enter from section 2 the total of the subcolumn headed "First crop."

3/ The farm operator should be instructed to notify the county office regarding any land which is seeded to a crop in the fall of 1940 and which was not originally reported as tilled land in section 2 or 3 of form 412. The reporter must revisit any farm reporting such land, and proper corrections must be made in sections 3 and 4 of form 412.

Nondepleting: Enter the total acreage figure from section 3.

Total: Enter the sum of the depleting and nondepleting acreages.

Wheat or rice: Enter in the spaces provided the wheat acreage allotment 4/ or the rice acreage allotment, as the case may be; the applicable percentage factor (to be furnished at a later date) for converting the acreage allotment into a normal acreage figure; and the resulting normal acreage figure, obtained by multiplying the acreage allotment by the percentage factor. Strike out "wheat" or "rice," whichever is not applicable.

Sugarcane or tobacco: Enter in the space provided for allotment the 1940 planted acreage of sugarcane for sugar or the tobacco acreage allotment, as the case may be; the applicable percentage factor (to be furnished at a later date) for converting the 1940 planted acreage of sugarcane or the tobacco acreage allotment into a normal acreage figure; and the resulting normal acreage figure, obtained by multiplying the planted acreage or acreage allotment by the percentage factor. Strike out "sugarcane" or "tobacco," whichever is not applicable.

Enter in the space provided for a total on line with the words "Sugarcane or tobacco" the sum of the normal acreages of wheat or rice and sugarcane or tobacco.

Tilled acreage adjusted: Enter the amount by which the entry following the word "Total" on the first line exceeds the entry in the space provided for a total on line with the words "Sugarcane or tobacco."

F. Section 5. - Commercial orchards and perennial vegetables:  
Field No.: Enter from the enlargement or map the number of each field in planted or cultivated fruit trees, nut trees, vineyards, bush fruits or perennial vegetables on the farm on January 1, 1940 (excluding abandoned orchards and vineyards and those which had not borne a crop prior to January 1, 1940, and excluding celery in the Florida Celery Area), from which the major portion of the production is normally sold. Any part of the land in orchards which is tilled in 1940 or is tilled in regular rotation shall also be reported in section 2 or 3 of form 412. All of the land devoted to perennial vegetables shall be reported in section 5 and also in section 3 of form 412, except in the case of asparagus interplanted row for row with cotton. In the latter case one-half of the land shall be reported in section 5, one-half in section 2, and one-half in section 3 of form 412.

Kind. Enter the kind of orchard or perennial vegetables. For example, "Peach," "Pecan," "Asparagus."

4/ If 1941 wheat acreage allotments have been established at the time section 4 is completed, use 1941 figures; otherwise, use the 1940 allotment figures. (Each county shall use either 1940 figures or 1941 figures for all farms.)



Acreage: Enter the entire acreage, expressed to the nearest tenth of an acre, contained in each field even though a part of the acreage may be entered in section 2 or 3.

Total: Enter the sum of the acreages in commercial orchards and perennial vegetables.

G. Section 6. - Noncrop open pasture land: Field No.: The reporter shall inquire of the farm operator as to the total acreage of fenced noncrop open pasture land in the farm. If the operator's estimate is not in excess of one-half of the 1939 tilled acreage in the farm (as shown in section 1 of the form 412), such estimated acreage shall be entered by the reporter in the space provided for the total acreage.

If the operator's estimate is in excess of one-half of the 1939 tilled acreage in the farm, the reporter shall enter from the enlargement or map the numbers of all fields of fenced noncrop open pasture land in the farm which is capable of maintaining, during the normal pasture season, at least one animal unit for each 5 acres of such pasture land.<sup>5/</sup> Care should be taken to see that no land is counted as both noncrop open pasture land and tilled land.

Acreage: Enter the acreage, expressed to the nearest whole acre, in each field. (In counties where enlargements or other accurate maps are not available, the reporter may estimate this acreage.)

Total: Enter the sum of the acreages of noncrop open pasture land.

H. Section 7. - Additional data: This section has been provided for additional performance data in counties where special provisions are applicable. The following land uses should be reported in this section in the counties indicated:

(1) Plowing or disking under an approved green-manure crop: On farms for which a celery allotment is established in Manatee, Marion, Palm Beach, Sarasota, and Seminole counties, Florida.

(2) On farms where flue-cured tobacco is grown, there shall be entered the number and size of tobacco barns on the farm in 1940. For example, "1 tobacco barn - 16 ft. by 16 ft." There shall also be entered the number of wage hands living on the farm and employed in the cultivation of the flue-cured tobacco acreage in 1940.

<sup>5/</sup> Open pasture land is that part of the pasture land on which the predominant growth is forage suitable for livestock and on which the number and grouping of any trees or shrubs is such that the land could not fairly be considered to be woodland. The normal pasture season is the period during which the pastures in the locality normally sustain livestock without supplemental feed, but in no case shall it be less than 5 months.

(3) Any other land uses which the State or county office deems necessary.

This section shall also be used for reporting data on milk cows, in accordance with the provisions of SRM-432, in the following parishes and counties:

Louisiana: Acadia, Cameron, and Vermilion.

Mississippi: Greene, Lamar, and Pearl River.

I. Section 8. - Signatures: The operator and reporter should affix their signatures and enter the date thereof in the spaces provided. If the form is signed by an authorized representative on behalf of the operator, such person must show the capacity in which he signs.

The clerk in the county office who enters the various acreage figures shall affix his signature and enter the date thereof in the spaces provided.

J. Section 9. - Record of recheck by performance reporter: Fields Rechecked: Enter the number of each field which for any reason, other than as part of the spot check work, is rechecked after the original check of performance has been made. If the entire farm is rechecked, enter the word "All". If the entire acreage of a given crop is rechecked, enter the name of the crop.

Reason: Enter the reason for the recheck. For example, "Producer's request", "Peanut classification", etc.

Date: Enter the date on which the recheck is made.

Rechecked by: The reporter who makes the recheck shall affix his signature in this space.

Recomputed by: The clerk in the county office who recomputes the acreages in the field rechecked and makes the corrections on the form 412 or 412A shall affix his signature or initials in this space.

Upon application of any producer for a recheck of all or any portion of the performance determinations on his farm, such recheck should be provided by the county office upon deposit with the treasurer of the county association of an amount sufficient to defray the estimated cost of such recheck to the county association. This amount shall be returned to the producer if the recheck shows that material errors were made in the first check of performance on the farm. Rechecks of all farms originally checked by reporters who have since been disqualified shall be made at the expense of the county association.

Rechecks of performance determinations alleged by the producer to be in error should in no case be made by the reporter who originally



checked the farm, and in all cases should be made by the best qualified reporters. Any necessary rechecks of field acreages in the county office should be made by a fully competent acreage computer and special care should be taken to see that entirely accurate and unbiased determinations are obtained. Such rechecks should be recorded on a separate Form SR-411, which should bear the signature of the acreage computer making the recheck and the date on which the field acreages were re-determined. Any fields or plots which are found to be in error shall be circled on the Form SR-411 originally prepared.

### PART III. EXECUTION OF FORM 412A

Form 412A is for the reporting of approved soil-building practices carried out on a farm in 1940. Only one copy of the form need be prepared, and in all cases it will cover the same land as is covered by the related form 412. If one form 412A is not sufficient for reporting all approved soil-building practices carried out on the farm, additional forms 412A shall be prepared, properly identified, and attached to the original form.

The entries to be made on form 412A by the reporter when he visits a farm have been indicated by dotted lines. All other entries will be made in the county office.

Form 412A should be filled out, insofar as possible, at the time the related form 412 is prepared. When practices are to be carried out in 1940 after the original check of performance, the form 412A shall be completed after all such practices have been carried out.

The instructions set out below shall be followed in making entries in the spaces indicated on form 412A:

A. Heading: Enter the required information from the upper right corner of the related form 412.

B. Section 1 - Names and addresses of operator and landlord: Enter the required information from section 1 of the related form 412.

C. Section 2. - Approved soil-building practices carried out: Field No.: Enter from the enlargement or map the number of each field on which an approved soil-building practice has been carried out in accordance with the specifications contained in the 1940 State Handbook. If two or more practices are carried out on the same field, the number of the field in question shall be repeated for each such practice. Practices carried out with labor, seed, trees, or materials furnished by any State or Federal agency (except grants of aid furnished by the Agricultural Adjustment Administration) shall not be reported on form 412A except where the amount of such assistance rendered the producer by the State or Federal agency represents less than one-half of the total cost of carrying out a practice on a particular acreage.

Description of Practice: Enter a short description of each practice, using such words as will definitely identify the practice and show that it has been carried out in accordance with approved specifications. Where a practice is carried out with labor, seed, trees, or materials furnished in part by a State or Federal agency, and one-half credit is allowed the producer for the extent to which the practice is carried out, the notation "1/2", followed by the name of such agency, shall be entered after the description of the practice. Where a practice is carried out with material or seed furnished by the Agricultural Adjustment Administration as a grant of aid, the notation "(AAA)" shall be entered immediately following the description of the practice.

Practice No.: Enter the practice number of each approved soil-building practice carried out, in accordance with the designations set out in the 1940 State Handbook.

Extent of Practice: Enter the acreage, feet, etc., of each practice carried out. For example, "12.2 acres", "2,000 ft", "1 garden", etc. (See the 1940 State Handbook for the unit of measure to be used in connection with each practice.) The reporter will make this entry for all practices except those which are expressed in acres, which must be made in the county office after field measurements have been determined. Where a notation indicating that the practice was carried out with labor, seed, trees, or materials furnished in part by a State or Federal agency has been entered by the reporter after the description of a practice, the figure entered in the column headed "Extent of Practice" shall be circled and one-half of such amount shall be entered immediately above or to the right thereof.

Factor: Enter the factor by which the respective entry in the column headed "Extent of Practice" must be divided or multiplied to convert it into soil-building practice units. For example, "+ 300". "X 2", etc. (See the 1940 State Handbook for the factor to be used in connection with each practice.)

Units of Practice: Enter the result obtained by dividing or multiplying (as the case may be) the entry in the column headed "Extent of Practice" by the respective entry in the column headed "Factor", carrying the result to the nearest tenth of a unit.

Enter in the space following the word "Total" at the foot of the column the sum of the units of soil-building practices entered therein.

Name of Producer: Enter the name of each producer who contributed to the carrying-out of a given soil-building practice on a particular field; that is, furnished the labor, equipment, or seed or material. The name of the landlord shall not be entered unless he furnished one or more of these items. Where two or more persons contributed to the carrying out of a given practice on a particular



field, the name of each such person shall be entered on a separate line and a dash entered in the column headed "Field No." opposite the names of all such persons except the first one listed.

Contribution: Enter the contribution made to the carrying out of a given practice on a particular field by each producer whose name appears in the column headed "Name of Producer." For example, if one person did all of the work, enter "Labor"; if another furnished both the equipment and seed, enter "Equipment and seed." If only one person contributed to the carrying-out of a particular practice on a given field, the word "All" shall be entered.

Fractional Share: If more than one person contributed to the carrying-out of a particular soil-building practice on a given field, enter the interest of each such person in the units of the practice carried out on such field. This will be "1/2" if two persons contributed to the carrying out of the practice; "1/3" if three persons contributed; etc.

This division will be the basis for dividing the payment computed with respect to the units of a soil-building practice carried out on a particular field, unless the persons who contributed to the carrying-out of such practice on such field appear before the county committee in person and prove that their contributions to the carrying-out of the soil-building practice were not in such proportion. In the latter event, the units of the practice shall be divided in the proportion in which the county committee determines that each person contributed thereto, and the figures previously entered in the column headed "Fractional Share" shall be circled and the corrected figures entered immediately above or to the right thereof.

Unit Share: (This column is to be filled out only in cases where more than one person contributed to the carrying-out of soil-building practices on the farm.) If more than one person contributed to the carrying-out of a soil-building practice on a field, enter the results obtained by multiplying the entry in the column headed "Units of Practice" by the respective entries in the column headed "Fractional Share," carrying each result to the nearest tenth of a unit. The sum of the unit shares for all producers who contributed to the carrying out of a particular practice on a field must in all cases exactly equal the total units of such practice carried out on the field. If the word "All" is entered in the column headed "Contribution," the entry to be made in the column headed "Unit Share" will be taken directly from the column headed "Units of Practice."

Enter in the space following the word "Total" at the foot of the column the sum of the unit shares entered therein. This figure must exactly equal the total of the column headed "Units of Practice."

D. Section 3. - Signatures: The signature of the operator (or his authorized representative) and of the reporter who makes the

regular check of performance on the farm shall be affixed and the date entered on the first line provided for signatures.

A line shall then be drawn completely across form 412A immediately below the last entry made in section 2. If the farm is revisited later in the year for further checking of practices, the reporter shall begin his entries immediately below the line drawn in section 2 and shall secure the signature of the operator (or his authorized representative) and affix his own signature and enter the date on the second line provided for signatures.

The clerks in the county office who enter the various unit figures on form 412A shall affix their signatures and enter the dates in the spaces provided.

Sheet No. \_\_\_\_\_ of \_\_\_\_\_ sheets: Where more than one form 412A is used for a farm, enter in the first blank space the number of the sheet as it relates to the total number of sheets for the farm, and in the second blank space the total number of sheets for the farm.

#### PART IV. PREPARATION OF PERFORMANCE SUMMARY SHEET

As soon as form 412 has been completed for a farm the performance data recorded thereon, as well as the data recorded on the related form 412A up to that time, shall be summarized on a Performance Summary Sheet (which will be designated as Form SR-413). The Performance Summary Sheet shall be executed in duplicate, the original thereof forwarded to the farm operator immediately and the copy retained as a permanent record in the county office. This is an essential feature of performance work, and consequently no county office will be excused for failure to prepare and mail the Forms SR-413 to the farm operators immediately after the entry work has been completed on forms 412. Any corrections in data on Forms SR-413 (by reason of rechecks or otherwise) shall be made by executing a corrected copy of the form in duplicate, mailing the original to the farm operator, and filing the copy with the original Form SR-413 in the county office.

The Performance Summary Sheet shall be prepared substantially in the form set out below, but the county office may vary it to suit local conditions as long as all essential farm data are included.



Form SR-413 (Sample)

64-055-863

(State and county code and farm  
serial number)

PERFORMANCE SUMMARY SHEET

Mr. John H. Doe,  
Route 1, Box 36,  
Troy, Alabama.

Dear Mr. Doe:

Below is a summary of the information reported by the duly authorized performance reporter who, in accordance with the official instructions, checked your farm in connection with the 1940 Agricultural Conservation Program:

Total tilled land.....	98.4 acres
Cotton.....	23.1 acres
Peanuts for nuts (preliminary check).....	28.4 acres
Total soil-depleting crops.....	75.5 acres
Commercial orchards.....	5.7 acres
Fenced noncrop open pasture land.....	62.0 acres
Approved soil-building practices:	
Seeding permanent pasture.....	5.0 acres
Terracing.....	1,800 feet

The above data, unless found to be incorrect, will be used in computing your 1940 agricultural conservation and parity payments, if any, and in establishing acreage allotments for your farm under the 1941 Agricultural Conservation Program.

It is noted that you had carried out only 19 units of approved soil-building practices at the time performance was checked on your farm. Since your soil-building goal is 30 units, there is still a net amount of \$16.50 available to aid you in carrying out additional needed practices. We urgently request you to take advantage of this assistance, for it represents a very important part of our farm program.

If you feel that there are any errors in the above figures, please inform this office at once.

Very truly yours,

June 20, 1940

/s/ H. J. Carter  
Secretary, Pike County A. C. A.

Any special farm data entered in section 7 of form 412 (other than that relating to flue-cured tobacco and milk cows) shall also be included in the Performance Summary Sheet, since it will affect the amount of payment to be computed for the farm.

#### PART V. TRANSMITTING FORMS TO STATE OFFICE

Each county office shall transmit to the State office on Forms SR-315, "Transmittal Sheet," a sample lot of forms 412 and a sample lot of completed forms 412A, in such number and at such time as the State office shall direct. The sample lots of forms shall be selected by a field representative of the State office where possible, and must include a representative sample of the work of each reporter and of each acreage computer and entry clerk in the county office.

If the State office determines from the sample lots that the county office has not done a satisfactory job of executing forms 412 and 412A, the county office will be required to transmit all such forms to the State office for audit. The sample lots of forms (or all such forms, if required to be transmitted) will be returned to the county office as soon as possible after they have been checked by the State office. Each form requiring correction will have a Correction Memorandum attached explaining the errors found by the State office, and such memorandum will serve not only as a basis for correcting the form in question but also as a guide in correctly executing any such forms subsequently prepared by the county office.

#### PART VI. STATE OFFICE AUDIT PROCEDURE

The sample lots of forms 412 and 412A submitted by each county office shall be checked by the State office in the light of the instructions set out in this bulletin for the execution of such forms. Errors on forms 412 and 412A shall be identified on the forms themselves by the entry with a red pencil of a number immediately above and to the right of the entry which is in error. All errors on a form 412 or form 412A shall be numbered in a sequence beginning with 1. A Correction Memorandum shall be prepared for each form which is found to be in error, showing the number of each erroneous entry thereon, wherein it is erroneous, and how it may be corrected. The Correction Memorandum shall be prepared in substantially the following manner:



CORRECTION MEMORANDUM  
(For Forms SR-412 and 412A)

County: Pike

Serial No. 863

Error No.	Nature of Error and How to Correct it
1	Should be under "Peanuts" instead of "Cotton".
2	Total in error - should be 98.4.
3	Signature of farm operator required.

REMARKS: Several entries on form 412 are not clearly legible.

Date: 7-25-40

Initials of Examining Clerk: E.E.A.

After the sample lots of forms 412 and 412A for a county have been completely examined and Correction Memoranda prepared for those which are in error, the total number of errors on all such forms shall be determined. The average number of errors per form shall then be calculated by dividing the number of such errors by the number of performance reports checked. The Administrative Officer in Charge, on the basis of this information and a consideration of the nature of the errors, shall determine whether all performance reports for the county in question shall be checked by the State office.

PART VII. - COUNTY RECHECK OF REPORTERS

A. General: The county performance supervisor 6/ (hereinafter referred to as county supervisor) is charged with the responsibility of making adequate and complete checks on the field work of all reporters, and for recommending to the person in charge of performance work and the county committee the dismissal of all reporters who fail to do satisfactory work. It is required that the county supervisor check the work of each reporter within one week after the reporter starts to work.

6/ Where no county performance supervisor is employed, the person in charge of performance work in the county will assume the duties outlined in this part VII for the county performance supervisor.

Farms selected for recheck should be representative and should include some of the more difficult situations encountered by the reporter. The county supervisor should visit every field on the farm <sup>7/</sup> and see that crop classifications are correct throughout the entire area of all fields and that boundaries and dividing lines have been accurately plotted.

The county supervisor should execute a form SRM-419, "Performance Spot-Check Report" (hereinafter referred to as form 419), for each farm which he rechecks. All errors in crop classification or location of boundaries or dividing lines shall be called to the attention of the reporter who originally checked the farm. When it is determined that the work of any reporter is unsatisfactory, the county supervisor shall immediately suspend such reporter and recommend his dismissal to the county administrative assistant and county committee. Failure to suspend reporters doing unsatisfactory work shall be considered adequate cause for the dismissal of the county supervisor.

Form 419 is to be prepared in duplicate in accordance with the instructions set out below. The original form 419 shall be forwarded to the State office immediately and the county retained in the county office files.

B. Execution of form 419. Heading: Names of State and county:  
Enter the names of the State and county.

Name of performance reporter: Enter the name of the reporter who originally checked performance on the farm.

Number of farms checked to date by this reporter: Enter the number of farms checked to date by the reporter whose work is being rechecked.

Date reporter checked this farm: Enter the date the reporter originally checked the farm in question. This date will be taken from section 8 of form 412.

Regular performance. Soil-building practices, Crop disposal:  
Check the applicable one of these items. If the spot-check represents a recheck of the reporting of regular performance data on the farm, check "Regular performance;" if it represents a recheck of the reporting of soil-building practices done after the regular check of performance, check "Soil-building practices;", if it represents a recheck of the reporting of crop disposal (tobacco plowed up before harvest, etc.), check "Crop disposal".

<sup>7/</sup> In the case of a very large farm, where it would be impossible to recheck the farm in 2 or 3 hours, a well-defined portion of the farm, bounded by easily recognized ground features, may be selected for recheck. In such cases, the portion of the farm which is rechecked shall be described in Section III of Form SRM-419. For example, "Only the part of the farm east of county road checked"; or "Permanent fields 1, 2, 3, 4, 8, and 9 checked."



Section I. - Farm Identification: Enter in the spaces provided the farm serial number, the name of the farm operator, and the number(s) of the enlargement(s) covering the farm.

Section II. - Errors in Crop Classification and Boundary Lines: For each field or plot with respect to which the crop classification was improperly reported or for which one or more boundary or dividing lines are being rechecked, enter in -

Column (a) - the field or plot number. In the case of a recheck of a boundary or dividing line, the field number to be entered will be the number of the adjoining field or plot devoted to the crop having the largest per-acre rate of payment or deduction.

Column (b) - the original classification, as taken from form 412 or form 412-A.

Column (c) - the correct classification.

Column (d) - the side of the field on which the line in question is located. For example, "North," "South-west," etc. If the line cannot be readily located in such manner, enter a number in column (d) and the same number, followed by a complete description of the location, in section III of Form 419.

Column (e) - the original measurement in chains as scaled from the enlargement or map.

Column (f) - the correct measurement in chains.

Column (g) - the amount of error, if any, in chains.

Column (h) - the acreage in the field or plot, based upon the reporter's location of boundary and dividing lines.

Column (i) - the correct acreage if other than the acreage in column (h).

Column (j) - the amount of error, if any.

In making necessary acreage entries in columns (h), (i), and (j), planimeter measurements should be used except where the acreage was originally estimated by the reporter

Number of fields misclassified: Enter the number of fields for which the original classification was in error.

Number of fields in farm: Enter the total number of fields (plots) in the farm (or the number of fields on which the crop classification is rechecked, in case the farm is very large and only a represent-

ative sample of fields is checked). This information may be obtained from the form 412 or from the enlargement(s).

Percentage of fields misclassified: Enter the result obtained by dividing the number of fields misclassified by the total number of fields in the farm.

Total error in measurement: Enter the sum of the acreage figures appearing in column (j).

Acreage of land checked: Enter the sum of the acreage figures appearing in column (i).

Percentage error in measurement: Enter the result obtained by dividing the entry for "Total error in measurement" by the entry for the "Acreage of land checked".

Section III. - Remarks: Enter in the space provided, any explanation necessary with respect to the data in section II and any other information which will indicate the quality of the work of the reporter.

Section IV. - Certification of Performance Reviewer: Enter following the words "it is my opinion that he" whether in the opinion of the performance reviewer the reporter who originally checked the farm is qualified to check performance or whether he should be dismissed.

The performance reviewer shall then affix his signature, enter his official title and enter the date of the recheck in the spaces provided.

If it appears from the form 419 that the work of the reporter who originally checked the farm is unsatisfactory, it will be necessary to recheck other farms checked by such reporter to determine if his work as a whole is unsatisfactory.

If form 419 shows that errors of a minor nature were made by the reporter, the county supervisor shall go over such errors carefully with such reporter. The reporter shall make the necessary corrections on both the enlargement and forms 412 and 412A, and shall enter his initials in the lower right corner of the form 419. In most instances of this kind it will not be necessary to have the reporter revisit the farm, but he should be notified of the fact that the errors have been charged against him.

A file of the copies of form 419 shall be maintained in the county office. Such forms shall be filed alphabetically by the names of the reporters, and those for each reporter shall be arranged according to the dates entered in section IV thereof.



PART VIII. - SAMPLE FORMS

copy) (Samples of forms 412, 412A, and 419 will be inserted in printed

Issued March 30, 1940, with the approval of the Administrator.

*I. W. Duggan*

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I. W. Duggan,  
Director, Southern Division.

SRB-403B  
Amendment 1

Issued July 10, 1940

SEP 17 1940

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION

1940 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 403B



INSTRUCTIONS FOR CHECKING AND REPORTING PERFORMANCE

(Applicable to all farms in Area B)

The following new section K is hereby added to part II of Southern Region Bulletin 403B, near the bottom of page 17 of that bulletin.

**K. SUPPLEMENTAL FORM 412 IN CASES WHERE PLANTED ACREAGE OF CROP  
AS ORIGINALLY REPORTED DIFFERS FROM PLANTED ACREAGE AS FINALLY  
DETERMINED**

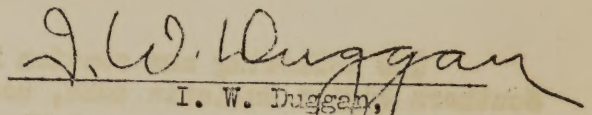
In cases where the producer(s) on a farm is notified after the check of performance that the measured acreage of cotton, rice, tobacco, or wheat on the farm is within the respective acreage allotment (or that such acreage is a given amount in excess of the respective acreage allotment, and the producer(s) disposes of such excess in the required manner and within the time allowed), and after the crop is harvested it is discovered that an error was made by the performance reporter in the original check of performance on the farm or by an employee of the county office in the computing or recording of acreages, and the final measured acreage of such crop is actually in excess of the respective acreage allotment, the original Form 412 shall be corrected to reflect the final measured acreage of the crop.

In the cases referred to above if the county committee finds that the producer(s) on the farm was in no way responsible for the error in the original measured acreage and that in harvesting an acreage of the crop in excess of the allotment he acted in good faith and in the belief that he was within the respective acreage allotment, a supplemental Form 412, marked "Measured Acreage as Originally Reported," shall be prepared, showing the original figures on which the report of the measured acreage was based. Such supplemental Form 412, accompanied by the corrected Form 412 and a statement signed by at least two members of the county committee setting forth full details of the case, shall be forwarded to the State office for consideration by the State committee. The State committee will indicate its approval or disapproval of the case by a proper notation on the bottom of the county committee's statement, over the signature of a member of the State committee.



If the State committee approves the case, the original measured acreage reported to the producer(s) and entered on the supplemental Form 412 shall become the official 1940 planted acreage for the farm. Such official acreage shall be used as the planted acreage for all purposes except in determining the tilled acreage figure in section 4 of Form 412. In that connection the final measured acreage of the crop in question shall be used.

Issued July 10, 1940, with the approval of the Administrator.

  
I. W. Duggan,  
Director, Southern Division.

SRB-403 B  
Amendment 3

Issued October 19, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1940 AGRICULTURAL CONSERVATION PROGRAM  
SOUTHERN REGION BULLETIN 403B



INSTRUCTIONS FOR CHECKING AND REPORTING PERFORMANCE  
(Applicable to all farms in Area B)

SRB-403B is hereby amended as follows:

1. The first paragraph of Part II-D "Section 3 - Nondepleting Crops and Land Uses" on page 14 is amended to read as follows:

"Field No. - Enter from the enlargement or map the number of each field tilled in 1940 or tilled in regular rotation and on which no soil-depleting crop is grown for harvest in the 1940 program year, or on which a soil-depleting crop is interplanted or stripcropped with a nondepleting crop or land use and the acreage is classified as part soil depleting and part nondepleting. This will include land devoted to perennial vegetables and tilled land in orchards which is not classified as soil depleting. New land seeded to a crop for the first time in the fall of 1940 shall be included only if the land is seeded in a workmanlike manner to a nondepleting crop which is, or normally would be, harvested in the 1940 program year.<sup>3/</sup> If two or more nondepleting crops are grown on the same acreage in 1940, the field number shall be entered only once."

2. Footnote 3 at the bottom of page 14 is amended to read as follows:

"<sup>3/</sup> The farm operator should be instructed to notify the county office regarding any land which is seeded in the fall of 1940 to a crop which will be, or normally would be, harvested in the 1940 program year, and which is land not originally reported as tilled land in section 2 or 3 of Form 412, or which was entered in section 3 at the time performance was checked but was later planted to a depleting crop for harvest during the 1940 program year. The reporter must revisit any farm reporting such land, and proper corrections must be made in section 2 and 3 of Form 412."

Issued Oct. 19, 1940, with the approval of the Acting Administrator.

*I. W. Duggan*

I. W. Duggan,  
Director, Southern Division.



